



## Warehouse Supply Assistant (Wellington)

The Embassy of the United States of America invites applications for a full time position located in our General Services Office in Wellington.

If you are a professional who is driven, flexible and enjoy working in a busy environment, then this position is for you! The Warehouse Supply Assistant will be required to accomplish all warehousing, inventory, storekeeping and other tasks at the Embassy and Consulate Auckland. The incumbent will focus on the receiving and distribution of procurements, delivery and pick-up of furniture and equipment at the warehouse and residences, record keeping of inventory supplies, and acting as back-up to the Shipping Assistant.

To be successful in this role you must have completed secondary school and have a minimum of two-three years of experience in the transportation, delivery, record keeping, maintenance of inventory and warehousing of a variety of supplies. The incumbent must also be able to use common tools for basic maintenance, possess a valid driver's license and be able to safely lift furniture, up to 50 pounds.

Your strong customer service skills will be based on your ability to work independently, manage your time well, be highly organized and have attention to detail. You will need to be fluent in English, and competent with MS Office applications, including Word and Outlook.

The starting salary for this position is \$44,951 per annum, with some special benefits e.g. both U.S. and New Zealand Holidays - an approximate total of 20 days; and 8.7% contribution by the employer to an employee's retirement.

*If you are not a New Zealand citizen or permanent resident, you **must have a current valid work permit** to be eligible to apply for this position. All employees of the U.S. Government are required to complete full medical and security background checks.*

A copy of the full job description and the "Application for Employment" (DS-174 form) are available at [http://newzealand.usembassy.gov/job\\_opportunities.html](http://newzealand.usembassy.gov/job_opportunities.html)

If you meet all the eligibility criteria for this role, please complete and submit your application form, cover letter and CV by email to [Wellington.HR@state.gov](mailto:Wellington.HR@state.gov)

**Applications close at 11:59pm on Monday, 14 April 2014.**

**Note:** *Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.*