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***Fleet & Family Readiness Programs***  
***Supporting our military. Work that matters!***



## **Front Desk Associate – Flexible/Seasonal**

**Announcement Number: 24-12312648**

**Primary Location: Pacific Beach, WA**

**Pay Range: \$16.28-\$17.00 per hour**

**Open: 02/08/24 – 03/31/24**

### **WHAT YOU GET:**

- Competitive Wages & Benefits
- Benefits begin DAY ONE (Regular Full-Time and Part-Time)
- NAF Retirement Savings plan & 401K plan with match up to 3% of your salary.
- Access to base recreation centers, gyms, movie theaters, Navy Exchange, and discount travel through AmericanForcesTravel.com
- Global Career Opportunities – Fleet & Family Readiness Programs is a worldwide enterprise with opportunities to Navy Bases around the world.
- Make a positive impact on the Military Community

### **WHAT TO EXPECT:**

- The purpose of this position is to perform front desk clerk functions including guest reservations.
- Receive visitors and telephone calls.
- Provide patrons with specific information on tourist attractions located in the immediate area.
- Type a variety of material (e.g. correspondence, reports, memoranda, studies, rosters, forms, etc.) from clean copy or clearly indicated rough draft.
- Assist in maintaining an established set of office files.
- Perform housekeeping duties by maintaining the overall appearance and cleanliness of the front office by keeping brochure racks filled and neat.
- Other duties as assigned.

### **WHAT YOU NEED TO KNOW:**

- Skill of a qualified typist in operating a personal computer.
- Must have knowledge of general office functions with general computer aptitude.
- Knowledge of format, forms, typing policy, and common terminology of the office in which work is performed.
- Must possess excellent customer service skills.
- Occasional travel outside the local commuting area may be required.

### **CONDITIONS OF EMPLOYMENT:**

- Must meet Federal Employment suitability requirements and successful completion of background investigation.
- Must successfully pass the E-Verify employment verification check. Any discrepancies must be resolved as a condition of employment.
- Must be 18 years old.
- Must be able to work days, nights, weekends, and holidays.



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**OTHER INFORMATION:**

- Participation in the Direct Deposit/Electronic Fund Transfer within 30 days of employment is required.
- We utilize E-Verify to confirm selectee's eligibility to work in the United States. The Department of the Navy (DON) is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, national origin, religion, sex, age, mental or physical disability, genetic information, reprisal, marital status, political affiliation, sexual orientation, or any other non-merit factor.

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