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



Human Resources Assistant – RFT

Announcement Number:

Primary Location: CNRNW N9 Regional Office – Keyport, WA

Pay Range: \$22.00-\$25.00

Open: 04/09/2024-04/21/2024

WHAT YOU GET:

- Competitive Wages & Benefits
- Full Benefits package for Regular Full-Time and Part-Time employees begin DAY ONE (No waiting period)
- NAF Retirement Savings **AND** 401(k) plan will 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:

- This position is located at the Fleet & Family Readiness Program Service Center, Keyport, Washington. This position is responsible for processing personnel actions, staffing and recruitment actions, assisting with employee benefits and employee relations, maintenance of official job and personnel folders, and miscellaneous support functions for 1000+ non-appropriated fund employees assigned to sports, fitness and recreation; lodging, food and beverage business activities; child and youth programs; and warfighter support programs including Wounded Warrior and Navy Gold Star programs for three major naval installations in the Pacific Northwest including: Naval Station Everett, Naval Base Kitsap, and Naval Air Station Whidbey Island.
- Incumbent provides support in recruitment, developing vacancy announcements, screening and evaluating applications, processing new employees, and processing recurring personnel actions for the Region.
- Serves as primary point of contact for processing recruitment and personnel actions for a designated area of responsibility within Command Navy Region Northwest.
- Incumbent will be responsible to establish and track files on a variety of personnel actions and correspondence and maintain CNIC instructions and Navy and OPM guidance.
- Assists and coordinates pre-employment requirements with co-workers and other departments.
- Provides in-person orientation for all new employees and assists individuals in completing the required appointment forms. Enters all new hires into systems quickly and accurately.
- Utilizes approved systems for processing and storage of actions and follows prescribed guidelines for entry and maintenance of personnel data.
- Prepares correspondence, emails, letters, and reports for internal employees and external applicants on a routine basis, applying clear, concise communication skills and professional tact in all communications.

WHAT YOU NEED TO KNOW:

- Qualified candidate must have at least two years' personnel experience including strong experience in recruiting and applicant screening, staffing principles and employment practices. Must possess a demonstrated knowledge and skill in applying personnel concepts, practices, laws, policies, rules, regulations, precedents, and procedures to perform a variety of routine and complex assignments.
- Must be familiar with federal employment practices and the organizational structure of the activities served.
- Knowledge of NAF organizations, personnel regulations, principles and concepts is desired. Skill in oral expression to explain processes and procedures, and the ability to make decisions and resolve problems or discrepancies is required.
- Experience and knowledge of computer applications and software is required. Must possess the ability to multi-task and prioritize projects with deadline achievement.
- A degree or training in human resources or related field would be an asset to the position.
- Requires approximately 10% travel. Must be able to travel to any installation 1-2 times per month.

CONDITIONS OF EMPLOYMENT:

- Valid Washington State driver's license is required.
- Must meet Federal Employment suitability requirements and successful completion of background investigation.

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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