



JOIN THE TEAM!
Fleet & Family Readiness Programs
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Front Desk Associate – Fulltime

Announcement Number: 24-12500806

Primary Location: Kitsap County, WA

Pay Range: \$19.89 - \$20.89 per hour

Open: 08/02/2024 – 08/06/2024

****Open Internally to NRNW MWR****

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:

- Incumbent will be responsible for front desk services including but not limited to check in, check out, facilitate room transfers and process guest service requests.
- Maintain guest files.
- Process requests such as parking passes, key replacement and other general concierge service-related requests for unaccompanied housing guests
- Will ensure guest privacy and security measures are maintained at all times.
- Utilize property management system (eMH) to register guests and assign rooms upon check-in. Incumbent will inventory keys and other supplies or amenities maintained at front desk.
- Using the property management system may run reports as requested or needed.
- Log trouble calls and ensure appropriate department is notified.

WHAT YOU NEED TO KNOW:

- Six months of work experience that demonstrates knowledge of basic principles, concepts, standards, and regulations related to hospitality operations preferred.
- Incumbent must be skilled in the use of a personal computer and various software programs.
- Must possess basic math and reading skills.
- Must be able to communicate clearly and effectively both verbally and in writing.
- Perform other duties as assigned.

CONDITIONS OF EMPLOYMENT:

- Must meet Federal Employment suitability requirements and successful completion of background investigation.
- Work is primarily performed in an office environment with occasional exposure to weather elements during attendance at outdoor events.
- Incumbent must have the ability to obtain and maintain security clearance eligibility.
- Must possess and maintain a current state driver's license.
- May occasionally travel away from the normal duty station.
- May occasionally work overtime



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OTHER INFORMATION:

- Participation in the Direct Deposit/Electronic Fund Transfer within 30 days of employment is required.
- Certification for front desk operations and other requirement outlined in the Lodging Career Path Guide obtained within established time frame.
- This position involves work on workdays and may involve weekends, and holidays, as well as rotating shifts, often consisting of other than normal duty hours.
- 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.

APPLY TODAY: <https://www.usajobs.gov/GetJob/ViewDetails/803048100>

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