

14. MAJOR DUTIES AND RESPONSIBILITIES TIME

% OF

A. Property Management Assistance

35%

- a. Assists the property and supply team to move, track, and store government property in Embassy facilities including the warehouse and residences. Some driving of government vehicles required, including driving a large truck box and a warehouse stock picker. Heavy lifting required.
- b. Assists with furniture and item movement and placement within office spaces, such as relocating cubicle furniture and file cabinets.
- c. Assists with inventory tracking procedures including bar code scanning during annual inventory.

B. Property Records Keeping

35%

- a. Using computerized information systems and paper files, serves as the records keeper for the property management team. Maintains clear, accurate, and retrievable files to track important history for property.
- b. Has primary responsibility for recording inventory location transfers in the computerized information systems. Promptly and accurately processes transfer paperwork when required in order to record the movement of assets

C. Escorting

30%

- a. Escorts contractors and tradespeople when work is being completed on residential properties.
- b. Evaluates work of contractors conducting make-ready activities such as painting and cleaning, carefully documenting any examples of sub-standard work.

***Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.*

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:** Completion of secondary school is required.
- b. **Prior Work Experience:** At least one year of working experience in customer services and working with Office suite of programs is required.
- c. **Post Entry Training:** RSO Security Briefing and other training as required. SMITH Safe Driving Training is required. On the job training for all duties assigned.
- d. **Language Proficiency:** Level III (good working knowledge) of English is required.
- e. **Job Knowledge:** Must be security conscious, excellent interpersonal and organizational skills; knowledge of MS Office Suite of programs; understanding of office work flow processes, policies and procedures, and principles of customer service.
- f. **Skills and Abilities:** Must have excellent attention to detail and computer skills (Microsoft Office suite of programs – Word, Excel, Outlook etc.) in order to update significant databases, utilize software to generate reports, and be able to use basic office equipment. Incumbent must display initiative and the ability to work independently and an ability to plan and organize warehouse and inventory supplies, deliver and transport furniture and other supplies/equipment. Ability to operate common tools for basic maintenance may be required. **Must possess a local driver's license (Class 1 and 2 or above) and a forklift operator certificate and be able to safely lift furniture, up to 100 pounds.** Ability to meet constantly changing priorities and provide good customer service.

16. POSITION ELEMENTS

- a. **Supervision Received:** Supervised by the Shipping and Supply Supervisor. Some work instruction given by the Shipping and Supply Assistant.
- b. **Supervision Exercised:** None.
- c. **Available Guidelines:** The RSO and FM when necessary will provide information as required. Foreign Affairs Manual (FAM), U.S. Postal Service and DPO regulation.
- d. **Exercise of Judgment:** Incumbent is expected to use good judgment to determine any questionable or suspicious activities when supervising contractors, and report problems to the supervising office.
- e. **Authority to Make Commitments:** None.
- f. **Nature, Level, and Purpose of Contacts:** Contact will be with all levels of the Mission personnel up to the section Chiefs. Face-to-face contact with non-cleared personnel who are on U.S. Government property for official purposes.
- g. **Time Expected to Reach Full Performance Level:** Three months.