



Naval Academy Business Services Division
Job Announcement Number: 24-053
Vacancy Open: June 14, 2024 – June 28, 2024
Area of Consideration: All Qualified Persons
Security Level: Tier 3 – US Citizenship Required

POSITION DETAILS

Inventory Management Specialist, NF-2010-03

Full Time (35-40 hours weekly, Benefited)

\$20.00-\$23.00/hour

JOB SUMMARY

The Inventory Management Specialist (IMS) position is located within the Naval Academy Business Services Division (NABSD) at the United States Naval Academy. The purpose of the position is to ultimately aid the Inventory Manager and actively participate in the receipt, storage, maintenance, and/or periodic physical inventories of merchandise sold and supplies used across a variety of NABSD's business units.

DUTIES & RESPONSIBILITIES

- Acts as central coordinator of all receiving documents and paperwork related to the receipt of resale and non-resale merchandise for designated NABSD business operations.
- Inspects incoming deliveries for quality and quantity, comparing receiving documentation against purchase and/or transfer order documents.
- Verifies and uploads all necessary receiving paperwork into inventory management software applications and communicates with managers and buyers regarding any discrepancies or issues.
- Coordinates the transfer of goods from one location to another, as necessary. Ensures all transfer order documentation is complete and accurate.
- Conducts routine periodic inventories of storage and/or retail spaces and reconciles inventory data in inventory management software.
- Prepares spaces for and assists with inventory counting and/or audits.
- Communicates with the Inventory Manager on all matters pertaining to merchandise inventories, quantities on hand, stock levels, and spot inventory/cycle count record keeping and planning.
- Aids management in identifying program deficiencies and assists in determining the impact to the patron community of changes in service to designated business units.
- Works toward optimizing procedures and becoming a subject matter expert in receiving and distributing merchandise with regard to inventory management software and handheld scanning technology.
- Work requires frequent moderate lifting and carrying of objects weighing up to fifteen pounds. Pushing, and pulling objects weighing up to twenty pounds and occasionally lifting up to and over forty pounds. Heavier objects are usually transported with the aid of a cart or dolly.
- Work requires physical exertions such as long periods of standing, walking, recurring bending, crouching, stretching, reaching or similar activities. Incumbent will be exposed to uneven, slippery, or wet surfaces.

QUALIFICATIONS & REQUIREMENTS

Applicants who meet the qualification requirements will be further evaluated to determine the extent to which their education, related experience, training, awards, and supervisory appraisal demonstrate they possess the desired knowledge, skills, and abilities (KSAs).

- Must obtain and maintain a secret security clearance – requires 18 years of age
- Males born after December 31, 1959 must be registered for Selective Service
- Verification of employment eligibility in the United States is required
- One-year probationary period
- U.S. Citizenship is required for Tier 3 Positions

APPLICATION INSTRUCTIONS

A complete online application must be submitted to be considered for a USNA NAF/NABSD position.

Please visit the employment website: <https://www.usnabsd.com/about/careers/>

Applicants may email nabsdjobs@usna.edu if unable to complete the online application.

KNOWLEDGE, SKILLS and ABILITIES (KSAs) for this position are as follows:

****Responses must be included on the KSA portion of the online application****

1. Incumbent must have six months of experience ordering and receiving product. Inventory management experience preferred.
2. Incumbent must have experience using computer software; ChefTech inventory software preferred.
3. Incumbent must be a team player with outstanding organizational and communication skills.
4. Incumbent must have experience working in a fast-paced environment, under short time constraints within established deadlines.

EMPLOYMENT PREFERENCES

Explanation of employment preferences is available on the NABSD Website. No preference is given unless requested and documented. Acceptance or declination of a regular position ends ability to claim preference for spouse or Involuntarily Separated (IVS) applicants. To claim a preference, you must attach the following documents with your employment application and request form:

- **Military Spouse:** most current military member's PCS orders, submit spousal request form and write SPOUSAL PREFERENCE on front page of the application – (*Per the CNIC 5300.206b, spouses' preferential consideration for NAF positions at the NF-3 and below*)
- **Veteran:** Page four (4) of the DD-214
- **Involuntary Separated Military Members and Dependents:** page four (4) of the DD-214 or copy of DD-1173 and write "IVS" on front page of the application. IVS preference is approved only if discharge/reentry code matches eligibility list.

Note: Failure to provide the required information may result in loss of consideration for the position and elimination from the selection process. Please be advised that applications received after the closing date listed above will not be considered. Applications and resumes will not be returned to the applicant.

Some positions have special requirements. In these cases, selection is tentative pending satisfactory completion of said requirements. Applicants may be required to provide proof of education, etc. All selections are contingent on obtaining satisfactory employment reference checks.

We are an E-verify participant. Please be informed that applicants will be required to submit a federal government background check. As a condition of employment, the selectee will be required to participate in direct deposit/electronic fund transfer as specified in the negotiated agreement.

Occupants of this position must maintain the privacy of official work information and data, and demonstrate the highest level of ethical conduct.

DON is an EEO employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or other non-merit factor.

Reasonable accommodations are provided to applicants with disabilities. If reasonable accommodation is needed for any part of the application and hiring process, please contact the office that is collecting the applications. The decision on granting reasonable accommodations will be on a case by case basis.