

Administrative Support Specialist/Administrative Support Assistant GS-0303-07

Mon -Fri position: 0730-1600

Location: This position is located at the Defense Logistics Agency Distribution Sigonella, Sicily, Italy.

Application package must include: Resume with current references, copy of PCS Orders, specify if spouse preference has previously been used.

Must be able to obtain a Secret Clearance.

- Government Credit Card Holder for micro purchases for services and materiel's, monitors the flow of funds through the supplies budget. Ensures funds are available, assists with the 1901 preparation and documentation and contacts legal, safety and headquarters as required for approval of the purchase.
- Provides management with information and/or recommendations regarding recruitment, reassignment, PD re-descriptions, payroll, absence and leave etc. for USGS.
- Assists supervisors with the preparation of and tracks Personnel Action Requests (PARs) for GS personnel, using the DCPDS system. Works with the Human Resources Services at New Cumberland to ensure GS personnel policies are followed.
- Assist and/or serves as the Learning Management System (LMS) administrator, ensuring periodic reports are provided to the Administrative Specialist/Training Officer.
- Serves as the Eagle administrator. Submits and follows up on various payroll changes/requests for GS employees. Serves as the EAGLE administrator for any issues surrounding time and attendance as well as employee schedule changes within EAGLE. and vendors. Verifies submission of appropriate documentation for level of access required.
- Maintains the calendars for the Command and especially the Commander and Deputy Commander, coordinates schedule and monitors activity and meetings.

Look at DLA Distribution Sigonella, Sicily (DDSI) Web page for our mission.