

ADMINISTRATIVE OFFICER

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Company: Naval Supply Systems Command NAVSUP

Location: Manama

Category: other-general

Duties

Summary

You will serve as a ADMINISTRATIVE OFFICER in the Business Office of NAVSUP FLC BAH GF, Bahrain. This position is responsible for providing business administrative support services to the Command. Relocation and recruitment incentives up to 25% may be authorized. The current workweek is Sunday through Thursday. Employees hired from continental U.S. will receive Sunday Premium Pay (computed at 25% of basic hourly rate, eight hours per week).

Requirements

Qualifications

Your resume must demonstrate at least one year of specialized experience at or equivalent to the GS-12 grade level or pay band in the federal service or equivalent experience in the private or public sector providing business administrative support services. Examples of qualifying experience include: Human Resource management, monitoring staffing levels, developing long-range program plans, setting program goals and objectives, and/or reviewing and providing recommendations to new regulations or programs. Additional qualification information can be

found from the following Office of Personnel Management website: Administrative Officer Series 0341 (opm.gov) Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., professional, philanthropic, religious, spiritual, community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment.

The Navy and Marine Corps team offers innovative, exciting and meaningful work linking military and civilian talents to achieve our mission and safeguard our freedoms. Department of the Navy provides competitive salaries, comprehensive benefits, and extensive professional development and training. From pipefitters to accountants, scientists to engineers, doctors to nurses—the careers and opportunities to make a difference are endless. Civilian careers—where purpose and patriotism unite!

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