



Job Announcement

Relocation not Included

Announcement Number
PSMNM0901

Opening Date
09-01-10

Closing Date
Until filled.

Full-time Position
Personnel Assistant II

Location
Cannon AFB, NM

Days/Hours
Monday – Friday; 7:30 a.m. – 4:30 p.m.

Description

Provide assistance with performance activities and functions, including personnel action requests; source documents, unit, field and master personnel records; and commander support staff tasks. Offer guidance with personnel policies, directives and procedures. Prepare and process correspondence, forms and updates personnel data systems (PDS) record/transaction, Serviceman's Group Life Insurance, DEER transactions. Brief provisions of personnel programs such as Passport applications, dependency determination, Department of Defense benefits, personal affairs and career progression.

Qualifications

Must have high school diploma. Two years experience in high volume administrative work environment. Possess organizational skills, well versed in communication skills both written and oral. Proficient in MS Office applications. Knowledge and experience in Air Force Military Personnel functions a plus. Must be a certified Passport Agent.

Salary
\$17.32 hour

Introductory Period
Six months.

Application Instructions

Submit application (www.dellew.com) *AND* resume (do not send a link to your resume) in either 'pdf' or 'doc' format via: e-mail careers@dellew.com; fax to (808) 440-0612; mail to or drop off at 419 Waiakamilo Road, Suite F, Honolulu, HI 96817. *Reference job announcement number PSMNM0901. No phone calls please.*

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin. Equal Opportunity Employer. Drug Free Workplace.