

**Number of positions: 1**

*(Probationary employees are not eligible to apply)*

**Job Position:** Secretary II

**Rate of Pay:** \$17.22 per hour, plus benefits

**Shift:** As Assigned

**Location:** NAS Pensacola

**Opening Date:** Immediately

**Reports to:** Transportation Manager

**Basic Qualifications:****Experience:**

- Three years of clerical or secretarial experience (transportation background desired)
- Use and operation of standard office equipment, at a level generally acquired through 3 years experience required.
- 3 years experience in a variety of computer software applications to include; word processing, spreadsheets, databases and email software required.
- Excellent grasp and command of the English language and writing skills, including good grammar, spelling, and punctuation required
- Accurate key/data entry skills (accurately types 40 words per minute with no mistakes ... may be tested).

**Education Requirements:** High school diploma or equivalent.

**Licenses and Certifications Requirements:** Common Access Card required

**Job Description:**

- Greets visitors and callers, handles their inquiries, and directs them to the appropriate persons according to their needs.
- Maintains recurring internal reports.
- Collects information from the files or staff for routine inquiries.
- Anticipates and prepares materials needed by the supervisor.
- Replies to inquiries, selecting relevant information from a variety of sources.
- Acquires information for service calls from the customer.
- Answers customer inquiries and directs calls to appropriate party.
- Notifies customers when vehicles are ready for pick-up.
- Inputs all completed work orders into database.
- Contacts tenants for authorization of repairs, price adjustments or payment requests.
- Maintains sign-in/sign-out rosters for keys and tools.
- Maintains an accurate filing system for each vehicle.
- Ensures appropriate forms are completed for all new vehicles being received in the database system
- Operates office equipment such as fax machines, copiers, phone systems
- Keeps track of company credit card receipts in accordance with company procedures

- Monitors Land Mobile Radio for trouble calls
- Reviews work orders in database for correctness prior to receiving.
- When required, annotates items as received in the database system.
- Completes time sheets daily and accurately.
- Work also involves other duties as assigned, including compliance with the provisions of the Collective Bargaining Agreement and Employee Handbook.

**Physical Effort:**

The work is primarily sedentary, although some slight physical effort may be required. Assignment regularly involves long periods of sitting and using a computer.

**Working Conditions:**

Work is typically performed in an adequately lighted and climate controlled office. The work involves minimal risks and observance of safety precaution typical of an office setting.

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*Internal applicants should submit a resume prior to the closing date for consideration. External applicants need to submit a resume/application and a Race-Gender Self-ID form through the Escarosa Career Center, 3670 – North “L” Street, Pensacola, FL 32505.*

Incomplete applications will not be accepted

Benefits include: Dental /Health Insurance, 401K / Retirement Plan, Holidays, and Paid Time Off

Fluor is an equal opportunity employer that recognizes the value of a diverse workforce. All qualified individuals will receive consideration for employment without regard to race, color, age, sex, sexual orientation, gender identity, religion, national origin, disability, veteran status, genetic information, or any other criteria protected by federal, state or local law.

Drug test/background check required