

NF-3 & ABOVE VACANCY ANNOUNCEMENT



MARINE CORPS BASE HAWAII
 MCCS Human Resources Office
www.mccshawaii.com
 Box 63073 MCBH, Kaneohe Bay, HI 96863-3073
 Fax 808-254-4888

POSITION:	RETAIL OPERATIONS SPECIALIST		
SALARY:	\$38.00-\$48.00 per Hour (SALARY COMMENSURATE WITH EXPERIENCE)	SERIES NUMBER:	NF-1101-04
ANNOUNCEMENT #:	0028-10	OPEN DATE:	2/4/2010
LOCATION:	Retail Procurement	FIRST CUT OFF DATE:	2/11/2010
AREA OF CONSIDERATION:	All Sources	HOURS: Monday – Friday 0800-1630 occasional nights and weekends. Hours subject to change based on business requirements	
<input checked="" type="checkbox"/> Background Check Required and/ or Investigative Consumer Report	<input type="checkbox"/> Health Card Required	<input checked="" type="checkbox"/> Valid Drivers License Required	
<input type="checkbox"/> Minimum Age Requirement 18	<input type="checkbox"/> Minimum Age 21 Required	<input type="checkbox"/> RFT <input type="checkbox"/> RPT <input checked="" type="checkbox"/> FLEX	
<input type="checkbox"/> Pre-Employment Drug Test Required	<input checked="" type="checkbox"/> Salary Includes COLA (Subject to Change)	<input checked="" type="checkbox"/> Resume/ Cover Letter / KSA's Required	

DUTIES: Incumbent serves as special assistant to the Director, Retail Operations performing a variety of special project assignments such as involved with the “reset and remodeling” of various resale facilities and other management-type efforts to include developing capital budget prioritization, reviewing and commenting on recommended projects and developing scope of work specifications, and working with internal officials in developing specialized accounting related to events, and providing technical oversight of retail operations and coordination accurate stock counts, etc. Assists the Retail Director in developing operations goals to include but not limited to analyzing stock movements, consulting with retail store managers and buyers, and recommending store level adjustments. Analyzes acquisition methods and recommends changes to established procedures. Provides technical guidance to store managers involving merchandising of retail items. Assists the Retail Director in dealing with internal management issues such as organizational structures, methods, funds, equipment and efficient use of Operation Division resources. Serves as staff representative in collaboration with Facilities on major construction and in-house renovation projects, and works with Project Validation Assessment teams to determine viability of a project. Conducts audits as necessary to evaluate internal procedures, ensures store operational oversight and attention to security of funds, merchandise, loss prevention, and fraud, proper opening and closing procedures utilizing alarm codes are adhered to. Serves as liason between a Contractor and the Contracting Officer to aid in contract administration. Oversees contractor performance and adherence to regulations. Handles routine correspondence, maintains administrative contract files; inspects and accepts products and services; and reviews and approves invoices for payment, as appropriate. Provides World Class Customer Services, ensures compliance of sanitation inspections, participates with Base Safety and Fire Inspections and monitors compliance actions. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS: Four years of progressively responsible experience in retail operations that demonstrates (1) knowledge and application of effective merchandising, procurement, stock inventory management; (2) ability to analyze systemic merchandising problems and to recommend solutions; (3) ability to communicate orally and in writing, representing retail operations program at all management levels; and (4) application of business practices as they relate to pricing, discounting, delivery, etc. A Confidential Financial Disclosure Statement is required.

FILING INSTRUCTIONS: Submit a completed MCCS employment application, Resume and Cover Letter and a separate sheet addressing the 5 knowledge, skills and ability factors for the position listed above to the NAF Human Resources Office. An application may be obtained at the NAF Human Resources Office or by visiting our website at www.mccshawaii.com. Deliver required documents to Bldg. 219 MCBH, fax to (808)-254-4888 or mail to NAF Human Resources Office, Box 63073 MCBH, Kaneohe Bay, HI 96863-3073. Submit online application through www.mccshawaii.com website by selecting MCCS NAF Job Listings and then choose Apply Now option. Failure to address these requirements will preclude consideration. Civil Service applicants should note portability of Civil Service benefits applies. **APPLICATIONS RECEIVED 02/11/2010 WILL BE GIVEN FIRST CONSIDERATION.**

CONDITIONS OF EMPLOYMENT: The U.S. Department of Homeland Security requires a mandatory national agency background check for all NAF employees, which is a condition of employment with MCCS Hawaii. In addition, direct deposit is also a mandatory requirement for employment.

EQUAL EMPLOYMENT OPPORTUNITY: MCCS does not discriminate against race, color, national origin, age, sex, religion, physical or mental disability or reprisal. MCCS provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of our application and hiring process, please notify NAF Human Resources Office representative. For more information, please refer to <http://www.eeoc.gov> and <http://www.osc.gov> or contact the Human Resources Office.

DFWP: This activity is a Drug-free workplace. The use of illegal drugs by NAF employees, whether on or off duty, cannot and will not be tolerated. Federal employees have a right to a safe and secure workplace, and Marines, sailors, and their family members have a right to a reliable and productive Federal workforce.