



VACANCY ANNOUNCEMENT

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

*AMENDED 2/8/10

POSITION:	SALES ASSOCIATE LEADER		
SALARY:	\$10.37 – 12.00 Per Hour (Salary commensurate w/exp)	SERIES NUMBER:	NF-2091-02
ANNOUNCEMENT #:	0032-10	OPEN DATE:	02/02/2010
LOCATION:	Business Operations – Manana Marine Mart	FIRST CUT OFF DATE:	02/09/2010
AREA OF CONSIDERATION:	All Sources	HOURS: Days, Nights, Weekends and Holidays **Hours subject to change based on business requirements**	
<input checked="" type="checkbox"/> Background Check Required and/ or Investigative Consumer Report	<input type="checkbox"/> Salary to be increased by 25% COLA (Subject to change)	<input type="checkbox"/> Valid Drivers License Required	
<input type="checkbox"/> Minimum Age Requirement 18	<input checked="" type="checkbox"/> Minimum Age 21 Required	<input type="checkbox"/> Resume/Cover Letter Required	
<input type="checkbox"/> Pre-Employment Drug Test	<input type="checkbox"/> Health Card Required	* <input type="checkbox"/> RFT <input checked="" type="checkbox"/> RPT <input type="checkbox"/> FLEX	

DUTIES: Serves in charge of assigned retail unit, ensuring merchandising coverage within the store, sales accountability, and personnel training. Answers customer questions regarding differences between products to assist in selection, and maintains effective customer relations by providing assistance and responding to noncontroversial complaints. Reviews stock on hand for obsolete, slow moving or shopworn merchandise, and advises superiors. May open and secure the store. Participates with Manager and/or Area Supervisors in scheduling, training, and floor supervision of sales staff. Ensure proper recording of time cards and provides comments on performance to supervisors. Participates in preparation of inventory reports, ensuring accountability of variances. Performs other related duties as assigned, and occasionally performs tasks of Sales Associates.

QUALIFICATION REQUIREMENTS: Minimum of one-year experience is required in stocking, display, and sales of a variety of merchandise. Must be familiar with business mathematics and demonstrate ability to provide direction of others. Oral and written communication skills are essential.

FILING INSTRUCTIONS: A completed MCCS employment application to the NAF Personnel Office. APPLICATIONS RECEIVED BY **02/09/2010** WILL BE GIVEN FIRST CONSIDERATION.

WHAT TO FILE: An application may be obtained at the NAF Personnel Office or by visiting our website at www.mccshawaii.com. **CURRENT MCCS HAWAII EMPLOYEES:** Submit APPLICATION FORM NAF 0910 FORM P-455.

WHERE TO FILE: MCCS Human Resources Bldg. 219 MCBH. Fax to (808)-254-4888 or mail to NAF Personnel Office, Box 63073 MCBH, Kaneohe Bay, HI 96863-3073. Submit on line application through www.mccshawaii.com website by selecting MCCS NAF Job Listings and then choose Apply Now option.

SPOUSE PREFERENCE: Spouses of relocating active duty military members applying through the Spouse Preference Program must submit a written request/statement (*may be obtained from the MCCS Human Resources Office*) and attach a copy of sponsor's Permanent Change of Station (PCS) orders.

CONDITIONS OF EMPLOYMENT: Applicants are required to successfully complete required background check and screening. Direct deposit is a mandatory condition of 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 the NAF Personnel Office representative. The decision on granting reasonable accommodation will be on a case-by-case. **NO FEAR ACT:** MCCS does not retaliate against an employee or applicant for making a protected disclosure. For more information, please refer to <http://www.eeoc.gov> and <http://www.osc.gov> or contact the Personnel 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.