

VACANCY ANNOUNCEMENT



MARINE CORPS BASE HAWAII

MCCS Personnel Office

www.mccshawaii.com

Box 63073 MCBH, Kaneohe Bay, HI 96863-3073

Fax 808-254-4888

POSITION:	SALES ASSOCIATE LEADER		
SALARY:	\$10.37 - \$14.00 per hour	SERIES NUMBER:	NF-2091-02
ANNOUNCEMENT #:	0038-10	OPEN DATE:	02/03/2010
LOCATION:	Exchange Annex Furniture Department	FIRST CUT OFF DATE:	02/10/2010
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 checked="" type="checkbox"/> RFT <input type="checkbox"/> RPT <input type="checkbox"/> FLEX	

DUTIES: Assists the department manager with the administration of the home furnishings department. 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 selections and maintains effective customer relations by providing assistance and responding to non controversial complaints. Reviews stock on hand for obsolete, slow moving or shopworn merchandise, and advises superiors. 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 qualifications involve two or more years of responsible retail sales experience that demonstrates the following: (1) strong merchandising ability; (2) hands on selling and proven customer service problem solving and (3) effective oral and written communications skills. Position requires use of a personal computer and ability to lift objects up to 40 lbs.. Accuracy and attention to detail a must. Previous home furnishings experience highly desirable.

FILING INSTRUCTIONS: A completed MCCS employment application to the NAF Personnel Office. **APPLICATIONS RECEIVED BY 02/10/2010, WILL BE GIVEN FIRST CONSIDERATION.** Failure to address these requirements and/or failure to fully complete the employment application form will preclude consideration. Position to remain open until filled. **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: 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 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.