

# VACANCY ANNOUNCEMENT



MARINE CORPS BASE HAWAII

MCCS Personnel Office

[www.mccshawaii.com](http://www.mccshawaii.com)

Box 63073 MCBH, Kaneohe Bay, HI 96863-3073

Fax 808-254-4888

<b>POSITION:</b>	<b>PROCUREMENT ASSISTANT</b>		
<b>SALARY:</b>	<b>\$10.37-13.00 per Hour</b> (Salary commensurate w/exp)	<b>SERIES NUMBER:</b>	<b>NF – 1106 – 02</b>
<b>ANNOUNCEMENT #:</b>	<b>0063-10</b>	<b>OPEN DATE:</b>	<b>03/05/2010</b>
<b>LOCATION:</b>	<b>Business Operations- KBAY Procurement</b>	<b>FIRST CUT OFF DATE:</b>	<b>03/12/2010</b>
<b>AREA OF CONSIDERATION:</b>	<b>All Sources</b>	<b>HOURS: M-F 0800-1630, Occasional Nights, Weekends</b> <b>**Hours subject to change based on business requirements**</b>	
<input checked="" type="checkbox"/> <b>Background Check Required and/ or Investigative Consumer Report</b>	<input type="checkbox"/> <b>Salary to be increased by COLA</b> (Subject to change)	<input type="checkbox"/> <b>Valid Drivers License Required</b>	
<input type="checkbox"/> <b>Minimum Age Requirement 18</b>	<input type="checkbox"/> <b>Minimum Age 21 Required</b>	<input type="checkbox"/> <b>Resume/Cover Letter Required</b>	
<input type="checkbox"/> <b>Pre-Employment Drug Test</b>	<input type="checkbox"/> <b>Health Card Required</b>	<input checked="" type="checkbox"/> <b>RFT</b> <input type="checkbox"/> <b>RPT</b> <input type="checkbox"/> <b>FLEX</b>	

**DUTIES:** Provides clerical and technical support to divisional sales managers in specialized departments including but not limited to men's, women's, children's apparel and accessories, shoes, sporting goods, luggage, and toys. Typical work of position covered includes: preparing, controlling, and reviewing procurement documents and reports; verifying or abstracting information contained in documents and reports; contacting vendors to obtain status of orders and expedite delivery; maintaining various procurement/purchasing files; resolving a variety of shipment, payment or other discrepancies; reviewing commodity category levels from Merchandise System Reports (printed or computer), physical levels in retail areas, and warehouse; carrying out input into computerized system on vendor and purchase order data; or performing other similar work in support of purchasing programs and operations, such as researching customer complaints on damaged products, identifying possible point of origin, and assisting supervisors and patrons in complaint resolution, and periodically works on the sales floor. Provides World Class Customer Service with an emphasis on courtesy. Performs other related duties as assigned.

**QUALIFICATION REQUIREMENTS:** A minimum of one year experience in responsible support work in purchasing or in a related clerical field. Knowledge of purchasing procedures and operations preferred. Knowledge of business mathematics. Ability to operate: a personal computer, with a minimum typing speed of 45 WPM, including proficiency in Microsoft Office Suite programs, specifically Excel and Word. 10-key calculator by touch. Ability to communicate orally and in writing. Must have the ability to perform the required functions of the position. This is a white-collar position where occasional lifting up to 20 lbs may be required.

**FILING INSTRUCTIONS:** A completed MCCS employment application to the NAF Personnel Office. APPLICATIONS RECEIVED BY **03/12/2010**, WILL BE GIVEN FIRST 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](http://www.mccshawaii.com). **CURRENT MCCS HAWAII EMPLOYEES:** Submit APPLICATION FORM NAF 0910 FORM P-455.: 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](http://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.