



NAF Vacancy Announcement
NAF Human Resources Branch
MARINE CORPS BASE QUANTICO
 2034 Barnett Ave, Little Hall, Quantico, VA 22134
 COM: (703) 784-3454 DSN: 278-3454 FAX: (703)784-3460
 E-MAIL: Quantico.vacancies@usmc-mccs.org
 WEB SITE: www.quantico.usmc-mccs.org

POSITION:	PROCUREMENT ASSISTANT, NF-2		
ANNOUNCEMENT #:	127-09MAR	OPEN:	6 NOV 09
LOCATION:	MARATHON	CLOSE:	23 NOV 09
WHO MAY APPLY:	ALL SOURCES	SALARY:	\$13.60-\$15.10
TYPE OF APPOINTMENT:	Regular Full-time, Non-Exempt	HOURS: Monday-Friday 0730-2130; Saturday 0800-2130; Sunday 0900-1930 ** Hours subject to change based on business requirements**	
<input type="checkbox"/> Background Check Required	<input type="checkbox"/> Health Card Required	<input type="checkbox"/> Valid Virginia Drivers License Required	

DUTIES AND RESPONSIBILITIES:

Provides clerical and technical support to assist purchasing agents, contracting personnel, and buyers. 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, warehouse, and generating purchasing documents for superior's approval; 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.

Provides World Class Customer Service with an emphasis on courtesy. Assists customers and communicates positively in a friendly manner. Acknowledges customers, smiles and makes eye contact. Asks questions to determine, verify and solve problems. Checks for satisfaction on the quality of goods and services. Takes action to solve problems quickly. Alerts the higher level supervisor, or proper point of contact for help when problems arise. Adheres to safety regulations and standards. Uses required safety equipment, and observes safe work procedures. Promptly reports any observed workplace hazards, and any injury, occupational illness, and/or property damage resulting from workplace mishaps to the immediate supervisor.

Adheres to established standards of actively supporting the principles of the EEO program and prevention of sexual harassment.

Performs other related duties as assigned.

QUALIFICATIONS 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 typewriter, calculator and personal computer. Ability to communicate orally and in writing. This is a white-collar position where occasional lifting up to 20 lbs may be required.

GENERAL INFORMATION:

Applicants are assured of equal consideration regardless of race, age, color, religion, national origin, gender, political affiliation, physical handicap, marital status, membership or non-membership in an employee organization. This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify MCCA HR at 703-784-3454. The decision on granting reasonable accommodation will be on a case-by-case basis. It is Department of Navy (DON) policy to provide a workplace free of discrimination and retaliation. The DON No Fear Act policy link is provided for your review. <https://www.donhr.navy.mil/NoFearAct.asp> As part of the employment process, the Marine Corps Community Services (MCCA) may obtain a Criminal Record Check and/or an investigative Consumer Report. For all positions requiring access to firearms or ammunition, the Federal Government is prohibited from employing individuals in these positions who have ever been convicted of a misdemeanor crime of domestic violence, or a felony crime of domestic violence adjudged on or after 27 November 2002. Selectees for such positions must submit a completed DD Form 2760, Qualification to Possess Firearms or Ammunition, before a final job offer can be made.

Direct Deposit of total **NET** pay is mandatory as a condition of employment for all appointments to positions within MCCA.

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.

This position is designated as being subject to unannounced random drug testing under the Department of Navy's Drug-Free Workplace Program. The selected applicant must have a negative drug test result before employment may begin. An offer of employment will be rescinded if the selected applicant fails to report to any of the scheduled appointments or fails the pre-employment drug test.

FILING INSTRUCTIONS:

All candidates must submit a complete application or resume to MCCA Division, NAF Human Resources, PO Box 1397, Quantico, VA 22134-1397. Correspondence must be received by 4:00 p.m. on the closing date of this announcement. Fax: 703-784-3460 E-mail: Quantico.vacancies@usmc-mcca.org

POSITIONS ARE SUBJECT TO A ONE-YEAR PROBATIONARY PERIOD