



NAF Vacancy Announcement
NAF Human Resources Branch
MARINE CORPS BASE QUANTICO
 2034 Barnett Ave, Little Hall, Quantico, VA 22134
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POSITION:	AREA SALES MANAGER, NF-3		
ANNOUNCEMENT #:	122-09RET	OPEN:	October 23, 2009
LOCATION:	MAIN EXCHANGE: LADIES DEPT	CLOSE:	November 5, 2009
WHO MAY APPLY:	ALL SOURCES	SALARY:	\$11.98-18.00/hr
TYPE OF APPOINTMENT:	Regular Full-time, Exempt	HOURS OF OPERATION: Mon-Sat:0800-2100; Sun 0900-1900; 35-40 hrs/wk ** Hours subject to change based on business requirements**	
<input checked="" type="checkbox"/> Background Check Required	<input type="checkbox"/> Health Card Required	<input type="checkbox"/> Valid Virginia Drivers License Required	

SUMMARY OF DUTIES:

Responsible for the efficient operation of an assigned area within a retail operation.

Performs full first level supervisory duties which include initiating personnel actions, performance appraisals, disciplinary actions, directing specific tasks and/or job assignments, and related matters.

Assists in scheduling, initial training, continuing instruction and efficient utilization of personnel within assigned area or department. May assist in maintaining store records and files such as daily preparation of accounting records; operational and inventory reports or other reports as needed. Assists in maintaining and enforcing security of merchandise, funds, equipment, and property, and must be alert to theft as well as initiating appropriate action to minimize shortages.

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.

Develops and ensures implementation of an activity safety program in accordance with the Base Safety Program. Conducts safety meetings at least quarterly. Advises employees of available safety regulations, instructions, materials and equipment. Promptly reports workplace accidents to the Human Resources Office. Ensures safety training is provided to employees. Complies with OSHA standards and takes action to correct unsafe or unhealthy working conditions. Ensures employees understand safety infractions that can result in disciplinary actions, and follows through with appropriate action. Ensures minimal loss of duty by complying with "Return To Work" program initiatives, and following up on employee well being.

Supervises employees to include: assigning and distributing work, coaching, counseling, tutoring, and mentoring employees; approving and disapproving leave, recommending and completing personnel actions, completing performance reviews and signing timecards, training employees, keeping abreast of and actively

supporting the principles of the EEO program, and prevention of sexual harassment. Must be alert to alcohol abuse, and take appropriate action.

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

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

A minimum of three years experience in operation of a retail sales activity with ability to provide direction and maintain effective working relationship with subordinate, higher level officials, and others. Must be able to communicate orally and in writing. Must be able to apply business mathematics and merchandising methods and be able to operate a cash register. This is a mixed position where the incumbent must be able to lift and carry objects up to 45lbs independently and objects over 45lbs with assistance.

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.

MCCA is a Drug-free workplace. The use of illegal drugs by MCCA 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.

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

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