



## VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: **02-12**

**Position:** Visual Merchandiser  
NF 1020-02  
\$12.00 to \$13.50/hour

**Open:** 27 Jan 2012  
**Close:** 03 Feb 2012

**Location:** Marine Corps Community Services, Headquarters and Service Battalion,  
Headquarters Marine Corps, Henderson Hall, Arlington, VA 22214-5003

**Department:** Marine Corps Exchange (MCX) – Visual

**Type of Appointment:** Fulltime (35-40 hours/week).

**Tour of Duty:** 0800 to 1645 Monday through Friday; occasional evenings and weekends. Schedule may be changed based on business requirements.

**Area of Consideration:** All Sources.

**Description of Duties:** Responsible for designing format and layout, creating professional signs, posters, banners, coupons, tickets, certificates, decorative artwork, using desktop publishing computer design programs utilizing CD ROM graphics and clip art, in an effort to increase sales and promote program participation. Provides promotional materials and logistical support for theme parties, holiday observances, and other special events. Performs tasks requiring merchandise display and skilled handwork using a working knowledge of how to use materials, paintings, lettering, signing, etc. May use visual material to communicate information through printed materials, exhibits and presentations. Constructs, arranges and maintains effective and artistic visual merchandising presentations and displays in appropriate interior and exterior locations. Decorates designated areas such as showcases, ledges, shelves and fixtures. As required, prepares appropriate signs, show cards, price cards, etc. May visit locations to maintain visual merchandising presentation and displays. May work with store management personnel in connection with decoration and display requirements. As instructed, sets up mannequins, center counter, column and shadow box displays depending upon the particular display involved. May be responsible for the safekeeping of props, tool, fixtures, etc. in storage. 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.

**Evaluation Criteria:** Applicants who meet basic qualifications will be evaluated and ranked in relative order based on the following job related skills, knowledge, and abilities:

A minimum of one year of experience that demonstrates knowledge in one or more of the following areas: fine arts, commercial art, illustrative design, drafting or other related fields. Knowledge of basic graphics work. 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.

Applicants will also be rated on the extent and quality of the total experience, education, training and personal qualifications on their applications.

**How to Apply:** Interested applicants may submit their applications or resumes to the HR Officer at the above address or e-mail [hendersonhall.vacancies@usmc-mccs.org](mailto:hendersonhall.vacancies@usmc-mccs.org). Fax: (703) 979-3648. They may call (703) 979-8420, extension 306, for further information.

Spouses of relocating active duty military members applying through the Spouse Preference Program must submit a written request/statement and attach a copy of sponsor's Permanent Change of Station (PCS) orders. Effective 7 October 2004, Spousal Preference applicants hired in a flexible position will not lose their spousal preference eligibility until movement or hired into a regular Full-Time or Part-Time position. Involuntarily separated members of the armed forces and eligible family members applying through the Transition Assistance Program must submit a written request/statement and present ID card with "TA" stamped in red on front of card.

As part of the employment process, MCCS may obtain a Criminal Record Check and/or an investigative Consumer Report. 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.

MCCS is a drug-free workplace. The use of illegal drugs by MCCS 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.

MCCS provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact the HR department at 703-979-8420, extension 307. The decision to grant an accommodation will be made on a case-by-case basis. It is DoN policy to provide a workplace free of discrimination and retaliation. For your review, the DoN No Fear Act policy link is <https://www.donhr.navy.mil/NoFearAct.asp>.