

**U.S. MARINE CORPS
CIVILIAN HUMAN RESOURCES OFFICE
Camp Smedley D. Butler, Okinawa**

<http://www.mcbbutler.marines.mil/BaseInformation/CivilianHumanResourcesOffice/MLCIHAAnnouncements.aspx>

Announcement No. **02-16**

Date: 6 Jan 16

POSITION VACANCY ANNOUNCEMENT

Eligible employees who are interested in being considered for the following vacant position(s) should submit the required documents listed below to the Japanese National Employment Unit, Civilian Human Resources Office (CHRO), located at bldg. #495(2F), Camp Foster by the closing date, 16:30. Incomplete applications will not be processed. Applications are subject to screening prior to referrals and only individual selected for interview will be contacted. **Submitted applications will not be returned. For information call 645-3370.**

***** PLEASE BE ADVISED SUBMISSION BY EMAIL OR FAX WILL NO LONGER BE ACCPETED *****
For those who do not have access to Camp Foster may drop off their application at Air Force or Navy HRO.

下記の職に応募を希望する従業員は、**資格条件を確認の上**、下記に指定された必要書類を〆切日の 16:30 までに人事部日本人雇用係 (キャンブフォスター建物番号 495、2階) に提出して下さい。不備のある書類は受け付けられません。書類選考の上、被面接者のみにご連絡致しますのでご了承下さい。提出された応募書類の返却はいたしません。お問い合わせは日本人雇用係 (645-3370) までご連絡下さい

メール/FAX での応募は受け付けておりません。Foster のパスがない方は Air Force/Navy HRO に提出下さい。

PWO #: 129	Position title: Administrative Specialist, #292, BWT-1, Grade-4		
IHA F/T Limited Term (NTE: 30 Apr 2017)	Number of position(s): 1	Location: Camp Foster	
Organization: MCCS Division, Marketing Branch			
Area of consideration 募集範囲: Okinawa Wide (MLC/IHAs employed in Okinawa) 沖縄県内にて雇用されている全 MLC/IHA 従業員		Closing date: (提出期限) 14 Jan 16	
Summary of duties: Advertise to the Okinawa business community in behalf of MCCS Marketing print media, Okinawa Living Weekly, Okinawa Living, Okinawa Guide, and also, include Billboards and other Out of Home media. Seeks sponsors within the local community to underwrite the cost of MCCS events/programs. Translates written advertisements (in writing from English to Japanese or vice versa). Assists as a liaison in a variety of areas and assist other departments of MCCS with special event needs.			
Qualification Requirements 資格条件 1. Able to speak, read and write both Japanese and English (LAD-3 or above). 2. Experience and education in marketing and advertising is desired 3. Knowledge in computer software such as Windows, Microsoft Office or later versions 4. Must have the proper driver's license and willing to travel throughout the island in order to meet with clients 5. Must show good judgement, and exceptional ability to establish and maintain effective personal relationships with supervisor, staff, and clients 6. Must show initiative when working on special projects 7. Must have experience in selling advertising space and commercial sponsorships 8. Must have strong business negotiation skills Work/Shift Schedule Mon-Fri (07:45-16:45, 08:00-17:00)			
Required documents 1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire 2. Copies of certificates/licenses		必要書類: 1. MCIPAC/CHRO/MLC-IHA 12300/2 (Rev 4/14) & 質問表 2. 免許証・終了証のコピー	

応募者の皆さまへ、連絡先の携帯番号が非通知拒否設定されている場合、面接等の連絡が取れない場合があります。募集締め切り後、1~2週間程度は非通知拒否設定を解除していただくようご協力お願いします。