

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

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

Announcement No. **03-16**

Date: 11 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毎切日の 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 #: 126	Position title: Hotel Desk Clerk, #156, BWT-1, Grade-3		
IHA F/T Permanent	Number of position(s): 1	Location: Camp Foster(WestPac)	
Organization: MCCS Division, Business Ops Br, Retail Ops Sec, Lodge Program			
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) 19 Jan 16	
Summary of duties: Accepts reservations, registers guests, assigns rooms, issues keys, calculates and posts all charges to guests' account, presents statement, collects payments, maintains records, manually and/ or on a personal computer. May be responsible for a change fund. May answer telephone or operate telephone system. Relays messages to guests. Receives, sorts, and distributes mail. Advises manager of any maintenance or guest problems. Calls emergency maintenance if warranted. May sell retail merchandise. May rent video equipment and tapes. May answer questions about location of activities and tourist attractions in the immediate area. 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 quickly. Alerts higher-level supervisor or proper point of contact for help when problem 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.			
Qualification Requirements 資格条件 1. Ability to effectively deal with customer 2. Ability to listen and speak English effectively (LAD-2 or above) 3. Ability to access, read, and accurately input information using computer system 4. Ability to follow instructions and work independently without direct supervision 5. Able to work any shifts and during typhoon 6. Knowledge of basic cash handling techniques. Work/Shift Schedule: Mon-Sun (0700-1600, 0730-1630, 0900-1800, 1100-2000, 1500-2400, 1530-0030, 2300-0800, 2330-0830)			
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をお願いします。