

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

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

Announcement No. **09-15**

Date: 6 Feb 15

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（キャンプ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 #: 007	Position title: Administrative Specialist, #009, BWT -1, Grade-4		
MLC F/T Permanent	Number of position(s): 1	Location: Camp Schwab	
Organization: MCCS Div, MAR & FAML Br, Education & Career Svc, Voluntary Education			
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) 17 Feb 15	
Summary of duties: Provides world-class customer service. Greets customers with a smile and warm welcome. Ensures customers are attended to in a timely manner. Serves as the first responder to customer questions, concerns, and elevates issues to management in a timely manner. Provides outstanding verbal and written communications to all military grades and people from diverse backgrounds with a variety of educational goals. Provides information to military personnel, spouses, dependents, and DoD civilians on all education related programs provided by the P&PD Education and Career Services program in MCCS. Provides students with information on Marine Corps tuition assistance policies and procedures individually or in group settings. Assists military personnel with enrollment and completion of the TA process, registration, course add/drop and withdrawals. Responds to emails, faxes and telephone calls related to the education program. Refers in-depth education questions to guidance counselors and/or supervisors. Provides administrative and technical support by accurately and consistently compiling data on spreadsheets to produce standard reports. Assists with data to furnish to management on tuition assistance, weekly statistics, testing, and contract school data. Maintains files and documents in accordance with record keeping policies. Prepares and types correspondence. Responsible for facility management of the education center to include the opening and closing checklist, places work orders, inspects for fire and safety regulations, orders supplies for the facility, schedules room reservations, submits MISHAP reports, updates bulletin boards and manages key control. Performs other duties as assigned.			
Qualification Requirements 資格条件			
<ol style="list-style-type: none">1. Must be able to speak, read write and understand both Japanese and English2. Must be able to multitask and be able to prioritize duties while working under strict deadlines,3. Must provide world-class customer service, have a pleasant attitude to greet customers, and work professionally with co-workers and management.4. Must have knowledge in computer software such as Windows, Microsoft Office or later versions5. Must be able to research information and provide solutions to military personnel on education related questions and issues.6. Must be able to provide administrative and technical support7. Must be able to travel to all Marine Corps Camps on Okinawa as needed			
Required documents		必要書類:	
<ol style="list-style-type: none">1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire2. Copies of certificates/licenses		<ol style="list-style-type: none">1. MCIPAC/CHRO/MLC-IHA 12300/2 (Rev 4/14) & 質問表2. 免許証・終了証、資格などのコピー	

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。