

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

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

Announcement No. 14-16

Date: 9 Feb 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 #: 013	Position title: Storekeeping Clerk, #392, BWT-1, Grade-3	
MLC F/T Permanent	Number of position(s): 1	Location: Camp Foster
Organization: MCB, Camp S. D. Butler, G-4 Division, Base Supply Branch, DSSC Section		
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) 18 Feb 2016
Summary of duties: Receives re-supply items from bulk storage area, opens boxes to check the condition of material. Verifies items against the A16 Inventory Management system for accuracy as to stock number, nomenclature, quantity, unit of issue, price, and then attach bar code labels on each item requiring them before placing items on shelves. Restocks materials into bins, racks, and other storage aids when shelves become low or empty. Replaces shelf labels when they become worn, items are no longer stocked, or when price of items has changed. Ensures that all assigned aisles and shelf space are kept clean and free of dust or trash at all times. Pulls all damaged or expired shelf-life items from the shelf and reports it to store supervisor. Conducts spot inventory counts and assists GSA Inventory Team members in conducting the annual physical inventory. Performs duties at the checkout counter such as operate the Electronic Point of Sales (EPOS) machine, validates customer ServMar card, GCPC card and DD Form 448 (MIPR) prior to scanning items customers wish to purchase. When required, incumbent will assist other clerks operating the EPOS machine to aid in expediting customer checkout by taking items from shopping carts and placing them on the sales counter and assist in bagging or packing already checked items etc.		
Qualification Requirements 資格条件 1. Must be able to read, write and speak English (LAD-3 or above). 2. Must have driver's license. 3. Should be familiar with basic storekeeping functions such as point of sale systems, stock replenishment, inventories and location validations.		
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。