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

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

Announcement No**. 18-15** Date: 11 Mar 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 #: 018	Position title: **Military Time, Leave and Pay Clerk, #133, BWT-1, Grade-3**	
MLC **F/T Limited Term** **(NTE: 30 Sep 2015)**	Number of position(s): **1**	Location: Camp Foster
Organization: MCB Camp S. D. Butler, G-1 Division, IPAC		
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） ***16 Mar 15***

Summary of duties: Performs clerical and administrative duties pertaining to the processing and maintenance of various personnel and pay related forms and documents. Files personnel and pay related forms and documents. Prepares naval messages and correspondence. Extracts personnel reports from the Marine Corps Total Force System (MCTFS). Schedules appointments for incoming personnel. Prepares incentive travel orders as well as final settlement claims. Verifies information contained in Unit Diary Feedback reports/personnel management reports; and verifies the accuracy of information contained into the MCTFS databases. Answers and directs telephone calls to the appropriate personnel. Contacts personnel who require administrative action/assistance.

Qualification Requirements 資格条件

1. Must have the ability to speak, read and write in English. (LAD-2 or above)
2. Must have the ability to operate computer to include Microsoft Excel, Word and Outlook.
3. Must have experience with providing customer service in person and via phone.
4. Have the ability to multi-task.

Required documents	必要書類：
1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire 2. Copies of certificates/licenses	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.