

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

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

Announcement No. **18-16**

Date: 4 Mar 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 ACCEPTED *****

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 #019	Position title: Administrative Specialist, #292, BWT-1, Grade-4		
IHA F/T Limited Term (NTE: 30 Nov 2016)	Number of position(s): 1	Locations: Foster	
Organization: MCCS Div, Logistics Branch, Facilities Maintenance Sec			
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) 10 Mar 16	
Summary of duties: Service as an assistant to Facilities Maintenance Officer NF-04. Independently plans, carries out, assignment, presents reports, and advises the Facilities Maintenance Officer NF-04 on a timely manner. Acts as the central source of information concerning administrative matters for the Project Management Unit, Operations Section and Maintenance Shops. Coordinates with the Facilities Maintenance Branch (FMB) accountant within Accounting Management Office (AMO) Financial Branch regarding FMB project budgets and transcribes expenditures on to monthly project reports for the Facilities Maintenance Officer. Processes internal procedures and controls for administrative operations such as standard operating procedures, letter of instructions, timekeeping, accountability reports, project tracking, and construction deadlines, and files management. Processes all request for supplies through the FMB Supply for the Project Management Unit. Serves as the point of contact for all paperwork and issues concerning local national employees of the Facilities Maintenance Section. Interprets regulations and translates technical manuals, documents, blueprints and construction specifications during negotiations or meetings with Japanese contractors, architects, engineers and estimators etc.			
Qualification Requirements 資格条件			
1. Must have fluency in Japanese and English. Ability to effectively communicate – speak, read, write and fully understand both languages in a business environment. LPL-2 above or equivalent. <u>Note: Language Proficiency Level (LPL)-2 equivalent ALCPT/LAD-75-89, TOEIC-550-729, TOEFL (PBT)-460-549, TOEFL (CBT)-140-209, TOEFL (iBT)-50-79, CASEC-560-869, Eiken-2nd</u>			
2. Must have at least two (2) years administrative office experience to establish and maintain project recordkeeping, electronic files, accounts payable and receivable.			
3. Must be able to multitask and prioritize work activities and special assignments and meet strict deadlines.			
4. Must have effective interpersonal and customer service skills – in person, on the phone, and in writing			
5. Must be able to demonstrate knowledge and ongoing execution of computer Microsoft Office – Word, Excel, Power Point. Ability to maintain and update project files and provide database management.			
6. Excellent organizational and research skills. Attention to detail. Must be proactive			
Required documents		必要書類:	
1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire		1. MCIPAC/CHRO/MLC-IHA 12300/2 (Rev 4/14) & 質問表	
2. Copies of certificates/licenses		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。