

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

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

Announcement No. **20-14**

Date: 17 Mar 14

**POSITION VACANCY ANNOUNCEMENT**

**★Applicants who applied to announcement #12-14 need not reapply to be considered for this vacancy.**

**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. **Incomplete applications will not be processed.** Applications are subject to screening prior to referrals and only individuals selected for interviews will be contacted. Applications will also be accepted by fax (645-7115/comm. 098-970-7115) or by email ([chro\\_jn\\_empl@usmc.mil](mailto:chro_jn_empl@usmc.mil)). (Up to 10 pages). **Submitted applications will not be returned. For information call 645-3370.**

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。応募はFAX（DSN: 645-7115// 098-970-7115）又はメール（[chro\\_jn\\_empl@usmc.mil](mailto:chro_jn_empl@usmc.mil)）でも受け付けます。（10枚以内に限りです）。お問い合わせは日本人雇用係（645-3370）までご連絡下さい。

PWO #: <b>017</b>	Position title: <b>Offset Press Operator, #2200, BWT-2, Grade-7</b>		
<b>MLC F/T Permanent</b>	Number of position(s): <b>1</b>	Location: <b>Foster</b>	
Organization: Defense Logistics Agency, Document Services Okinawa			
Area of consideration 募集範囲: <b>Okinawa Wide (MLC/IHAs employed in Okinawa)</b> 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) <b>21 Mar 14</b>	
<p><b>Summary of duties:</b> Work requires knowledge of the full range of off-set printing and bindery of techniques, methods, experience and procedures applicable to the operation. The incumbent sets up work according to written work order requirement in English. Receives general supervision from the immediate supervisor, independently performing the duties with full responsibility for utilizing methods, procedures and materials which will produce the best quality work possible under existing conditions, and refers to the supervisor unusual or the most difficult problems for solution.</p> <p>Operates and maintains a single color off-set press with maximum sheet size of 22" x 29" to produce posters, maps, charts, manuals, forms and similar materials in black and white or multicolor, involving both line, halftone and color separation work to close registration. Coordinate plate making process with designer, set up and operate off-set presses, mixes ink, etch, and gum solutions, fills press fountains, clean plates, packs feeder adjustment, makes delivery adjustments, runs test and make necessary readjustments of feeding, printing or delivery mechanism. Remove plate after run is completed and cleans blanket, plate and impression cylinder. Washes up press, maintains press by oiling and greasing, cleaning cylinder surfaces and replacing worn parts. Operates variety of bindery machines, work involved in collating, stapling, pasting, covering, stitching, punching halls, cutting, trimming, packing, wrapping, laminating, assembling and binding books, brochures, maps and all other printed materials. Read printing order, select the best and fastest way of bind, set bindery equipment accordingly, finish bindery, pack and mark complete materials. Requires monthly inventory to make sure there will be enough materials to perform printing and bindery work, submit supply order when need. Requires continuous inspection, cleaning, maintenance and repair (minor) all machines and equipment to make sure they are fully operational at all the time, also, cleans production area, warehouse and storage area and follow all of the safety measurement at all the time. Performs other related or incident duties as assigned.</p>			
<b>Qualification Requirements 資格条件</b>			
<ol style="list-style-type: none"> <li>Experience on Offset Press printing (professional level)</li> <li>Experience on Bindery (professional level)</li> <li>Must be able to read English (entry level)</li> <li>Must be able to lift more than 30kg.</li> </ol>			
<b>Required documents</b>		<b>必要書類:</b>	
<ol style="list-style-type: none"> <li>MCIPAC/CHRO/MLC-IHA 12300/2</li> <li>Questionnaire</li> <li>Copies of certificates/licenses</li> </ol>		<ol style="list-style-type: none"> <li>MCIPAC/CHRO/MLC-IHA 12300/2</li> <li>質問表</li> <li>免許証・終了証のコピー</li> </ol>	

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。