

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

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

Announcement No. **21-14**

Date: 26 Mar 14

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. **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). (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)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 # 032	Position title: Administrative Specialist, #9, BWT-1, Grade-4		
MLC F/T, Permanent	Number of position(s): 1	Location: MCAS Futenma	
Organization: OSHA/Ground Safety Office, Department of Safety, MCAS Futenma			
Area of consideration 募集範囲: Okinawa Wide (MLC/IHAs employed in Okinawa) 沖縄県内に雇用されている MLC/IHA 従業員		Closing date: (提出期限) 4 Apr 2014	
Summary of duties: Manages all administrative requirements for the OSH/Ground Safety Office. Prepares safety correspondence (letters, messages, memorandums, etc). Prepares Safety Deficiency Report Summaries for the Safety Director on a Monthly basis. Prepares Safety inspection Notification letters and final Safety inspections report letters. Prepares meeting agendas, meeting minutes and briefing slides. Reviews administrative safety correspondence for correctness, proper grammar, and format. Reviews incoming correspondence, messages, reports, regulations and directives for application to the office operations. Maintains files and records for all staff. Answers telephone and directs to proper person or responds to the inquiry. Takes minutes during safety meetings. Manages the "Arrive Alive Taxi Ticket Program " by briefing ,issuing, and tracking the Taxi Tickets for all H & HS military personnel. Ensures funds for used Taxi Tickets are reimbursed and tracked. Assists with mishaps reporting by making sure reports are complete, entering all data into the USMC WESS (Web Enabled Safety System) and generating monthly and annual Mishap Report Summaries for higher headquarters. Enters safety deficiencies noted during inspections into Station Safety Deficiency Database for tracking purposes. Assists with Safety Inspections as a Safety Inspector on at least six (6) facility safety inspection each year.			
Qualification Requirements 資格条件 <ol style="list-style-type: none"> 1. Must be proficient utilizing personal computers and Windows applications. 2. Must be able to speak, read, and write in English at LAD-3 or higher level. 3. Knowledge of Naval Correspondence preferred but not required. 4. Ability to perform filing, tracking, routing, and other clerical work. 5. Ability to work independently with little or no supervision. 			
Required documents <ol style="list-style-type: none"> 1. MCIPAC/CHRO/MLC-IHA 12300/2 2. Questionnaire 3. Copies of certificates/licenses 		必要書類 : <ol style="list-style-type: none"> 1. MCIPAC/CHRO/MLC-IHA 12300/2 2. 質問表 3. 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