

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

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

Announcement No. **25-15**

Date: 14 Apr 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 #: 034	Position title: <b>Purchasing Agent #413, BWT-1, Grade-4</b>		
<b>MLC F/T Permanent</b>	Number of position(s): <b>1</b>	Location: <b>Camp Foster</b>	
Organization: G-F Div, Fac Maint Br., Operation Sec.			
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 Apr 15</b>	
<b>Summary of duties:</b> The primary purpose of this position is to serve as a Purchasing Agent. The incumbent works with a wide variety of computer hardware and various software programs to accomplish his/her purchasing tasks. Performs work related to the purchasing of repair parts, supply items, building materials, equipment and services from a number of US government departments and commercial sources which are authorized and pre-determined. Work involves using simplified acquisition procedures such as the Government Commercial Purchase Card, placing orders against Federal Supply Source contracts, BPA's and standing pre-awarded delivery contract. It also entails submitting Purchase Requests to the local Regional Contracting Office. The items requested are for the most part well known and readily available through numerous sources including the local area. Reviews purchase requests from various end users from throughout Facilities Maintenance to determine the adequacy of the terms and conditions contained in the purchase request together with the explicitness of the pertinent specifications, discussing with personnel of the technical or requisitioning units for the clarification of any pertinent problems/conditions. Contacts suppliers or vendors, both local and stateside through personal contact via telephone, fax/email or in person to obtain quotations as to the availability of required items, pricing and cost factors and the lead time for delivery. Determines the most advantageous offer to the government in accordance with standing regulations, orders and instructions and prepares the purchase order to affect the purchase as necessary.			
<b>Qualification Requirements 資格条件</b> <ol style="list-style-type: none"><li>1. Must have the ability to speak, read, and write English at average proficiency level (LAD-2 or above).</li><li>2. Must have a working knowledge of various computer programs such as Microsoft Windows operating systems, spreadsheets and other computer related applications.</li><li>3. Required to possess the ability to be certified for being a US Government Commercial Procurement Card holder (GCPC).</li></ol>			
<b>Required documents</b> <ol style="list-style-type: none"><li>1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) &amp; Questionnaire</li><li>2. Copies of certificates/licenses</li></ol>		<b>必要書類:</b> <ol style="list-style-type: none"><li>1. MCIPAC/CHRO/MLC-IHA 12300/2 (Rev 4/14) &amp; 質問表</li><li>2. 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お願いします。