

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

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

Announcement No. **26-15**

Date: 6 May 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毎切日の 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 4 9 5、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 #: 035	Position title: Recreation Specialist #226, BWT-1, Grade-5		
IHA F/T Permanent		Number of position(s): 1	Location: Camp Foster
Organization: MCCS Div, Business Ops Br, Retail Sec, Custom Shop			
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) 12 May 15
<p>Summary of duties: Supervises and manages day-to-day operations of Foster Custom Shop & Arts and Crafts. Serves as the focal point for communicating the policies and objectives of management to employees. Responsible for the quality and quantity of work produced by employees supervised, working within set limits of cost and time. Plans, organizes, assigns, assesses the work of NF, IHA and contracted instructors (pottery, pencil drawing, water and oil paintings, framing, calligraphy, obi, origami, ikebana, etc.). Advises and counsels staff and instructors to improve their work performance and explains new techniques. Makes decisions or recommendations regarding the expenditure of resources. Develops and implements plans to enhance arts and crafts program by adding new classes and finding new instructors, advertising the program through various events, sales, etc. Provides guidance and makes decisions in technical and administrative matters. Established and monitors production goals or program priorities, adjusts schedules as necessary, and evaluates work progress and results. Resolves customers' complaints and takes necessary action. Participates in the selection, training, and evaluation of employees, hears and responds to employee group suggestions, dissatisfactions or grievances, and takes appropriate action.</p> <p>Orders supplies, merchandise, equipment, etc. and compiles required documents in submission to accounting section. Conducts monthly and year-end inventory. Performs sales clerk duties, works with cash registers. Prepares various reports to include weekly sales and patron counts, weekly activity reports, DAR, GCPC, etc. technical manuals, and desktop procedures. Ensures safety (pottery kiln, electric cutter, Vision Engraving System, Laser Pro) and health practices in work area. Ensures that all tenets of EEO and Safety Regulations are followed. In addition to supervisory responsibilities, prepares custom framing orders, plaque and trophy orders, instructs and guides patrons in framing techniques, and provides framing classes. Responsible for customer frame orders and control of framing supplies and equipment. Conducts Framing and Matting classes independently. Instruction is not limited to but includes Basic Framing and Advanced Matting including the Shop Safety; measuring and cutting frame molding, measuring and cutting mat, measuring and cutting glass, backing, assembly and after-care. Performs other related or incidental duties as assigned.</p>			

Qualification Requirements 資格条件

1. Ability to communicate in English orally and in writing (Must be at the LAD-3 level)
2. Ability to use Microsoft Word and Excel spreadsheet
3. Ability to track stats, prepare reports and manage office work-flow
4. Ability to translate Japanese documentation during meetings with local vendors and internal staff
5. Highly skilled in time management, problem solving and working with minimal supervision
6. Preferably Non-Appropriated purchase Card (NAFPC card) holder or ability to obtain.

***Work/Shift Schedule: Tue – Sat, 0900-1800, 1000-1900**

Required documents

1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire
2. Copies of certificates/licenses

必要書類 :

1. MCIPAC/CHRO/MLC-IHA 12300/2 (Rev 4/14) & 質問表
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。