

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

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

Announcement No. **28 -14**

Date: 8 Apr 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 #:018	Position title: Office Automation Clerk, #606, BWT-1, Grade-4		
MLC F/T Permanent	Number of position(s): 1	Location: Camp Foster	
Organization: MCB, Camp S. D. Butler, G-3/5 Operations Div, Fire & Emergency services			
Area of consideration 募集範囲: Marine Corps Okinawa Wide (MLC/IHAs employed in Marine Corps activates in Okinawa) 沖縄県内の海兵隊に勤務する MLC/IHA 従業員		Closing date: (提出期限) 15 Apr 14	
Summary of duties: Performs general and specialized office automation duties requiring office automation hardware and software applications such as spreadsheets, databases...etc. Selects the most appropriate software for automating office work based on the nature of the work and the characteristics of available software. Uses database or spreadsheet software to enter, revise, sort or calculate, and retrieve data for standard reports. Complete fire inspection report for all camps, buildings and distributed to Camp Fire Security Officer in a timely manner. Prepare daily schedule for Fire Officers, timesheets, MLC travel allowance to LMO. Performs routine clerical tasks such as answering telephone, taking messages and/or referring callers to appropriate staff members. Arranges and files items in subject and chronological order. Performs other related or incidental duties as assigned.			
Qualification Requirements 資格条件			
<ol style="list-style-type: none"> 1. Be able to communicate effectively in English and Japanese, both orally and in writing. 2. Possess validated Japanese driver's license and be able to obtain GOV license. 3. Working knowledge in Microsoft Word, Excel, Power Point, Access, Outlook, basic computer skills and typing skills (40 words/per minute) 4. Working knowledge in Local Travel, Special Work Allowance for MLC, both U.S. & MLC timesheets, budget Practices and applicable policies. 5. Experiences in a full range of clerical and administrative functions such as preparing and reviewing correspondence. 			
Effective date of the employment will be 16 Jun 14.			
Required documents		必要書類:	
<ol style="list-style-type: none"> 1. MCIPAC/CHRO/MLC-IHA 12300/2 2. Questionnaire 3. Copies of certificates/licenses 		<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。