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

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

Announcement No**. 32-14** Date: 10 Apr 14

POSITION VACANCY ANNOUNCEMENT

REANNOUNCEMENT

Applicants who applied to Announcement #11-14 need not reapply.

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枚以内に限ります)。お問い合わせは日本人雇用係(645-3370)までご連絡下さい。

PWO #:**015**	Position title: **Stock Control Clerk, #342, BWT-1, Grade-4**	
MLC F/T **Limited Term (NTE: 16 Dec 14)**	Number of position(s): **1**	Location: **JWTC**
Organization: G-4 Division, Food Service Branch, Mess Hall Section		
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） ***17 Apr 14***

Summary of duties: Performs clerical and administrative task in support of the mess hall's daily operation. Prepares letters, reports and other administrative documents for the mess hall manager's signature and forwarding to higher headquarters. Manages office files, manuals, and publications. Receives, opens and routes all incoming correspondence. Functions as liaison between the mess hall manager and Base Food Service Office in matters pertaining to MLC employees. Manages time cards and time sheets for all MLC's in the mess hall. Responsible for ordering all subsistence items for use in the mess hall in accordance with the MCBJ Bul.10110, Master Menu. Analyzes all inventory and usages data to properly order subsistence items and remains within authorized quarterly budget. Reconciles with Base Food Service all budget data to ensure that budgetary objectives are met and requisitions are paid promptly. Troubleshoots any adjustment errors and prepares end-of the-quarter reports for forwarding to Base Food Service. Maintains accountability of all subsistence items in the mess hall by conducting periodic inventories.

Qualification Requirements 資格条件

1. Ability to speak, read and write English (LAD-2 or above)
2. Must have good knowledge of various automation software and tools to produce letters, reports, spreadsheets and graphs. Familiar with MS Office Programs and have basic computer knowledge/skills.
3. Must be able to type 40 WPM.
4. A background in material and financial handling is highly desirable.
5. Must be able to work independently with little or no supervision.
   *Must have POV license for operations/missions required in Base Food Service Branch/Mess Halls.

Required documents	必要書類：
1. MCIPAC/CHRO/MLC-IHA 12300/2	1. MCIPAC/CHRO/MLC-IHA 12300/2
2. Questionnaire	2. 質問表
3. Copies of certificates/licenses	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．