

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

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

Announcement No. **32-15**

Date: 3 Jun 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 #: 056	Position title: <b>Administrative Specialist, #9, BWT-1, Grade-4</b>	
<b>MLC F/T Limited Term NTE: 31 Dec 15</b>	Number of position(s): <b>1</b>	Location: <b>Camp Foster</b>
Organization: MCB Camp S. D. Butler, G-7 Division		
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>10 Jun 15</b>
<b>Summary of duties:</b> The incumbent carries out a variety of duties as the Administrative Specialist in the office of AC/S G-7 Division, Government and External Affairs. These duties are primarily in service to MCIPAC, MCB, Camp S. D. Butler, and the III MEF. Responsible for preparing variety of correspondence including reports, letters, briefs, messages, endorsements, official correspondence, and forms ensuring proper format, grammatical accuracy, and submission in a timely manner. Forwards materials through the proper chain of command and researches and retrieves correspondence as required. Maintains the office calendar and scheduling of all appointments and conferences. Makes travel and lodging arrangements for US Military, US Civilians, and MLC employees using Defense Travel System (DTS) and other set procedures. Translates both verbal and written correspondence, invitations, and other documents from Japanese to English and vice versa and routes for review to office staff. Acts as interpreter on daily matters. Develops and coordinates community relations and outreach activities/programs. Provides advises to Base and Station Community Relations Specialists.		
<b>Qualification Requirements 資格条件</b> 1. Must have a minimum of two years clerical, technical or administrative work experience in related work. 2. Must be able to read, write, and communicate fluently in both English & Japanese. (LAD-4 or equivalent) 3. Must be able to translate both verbal and written correspondence. 4. Must have experience with office automation software (e.g. Microsoft Office Suite). 5. Knowledge and experience in utilizing the Defense Travel System (DTS) and other set procedures is preferred.		
<b>Required documents</b> 1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire 2. Copies of certificates/licenses	<b>必要書類:</b> 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。