

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

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

Announcement No. **33 -14**

Date: 23 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 #: 045	Position title: Housekeeping Manager, #086, BWT-1, Grade-4	
MLC F/T Permanent	Number of position(s): 1	Location: MCAS Futenma
Organization: MCAS Futenma, Installation Logistics & Service Department, Billeting Office		
Area of consideration 募集範囲: Okinawa Wide (MLC/IHAs employed in Okinawa) 沖縄県内に雇用されている MLC/IHA 従業員	Closing date: (提出期限) 30 Apr 14	
Summary of duties: Serves as the Operations Manager/Assistant Housing Manager and is responsible for assisting with the daily operations of all billeting facilities on MCAS Futenma. Prepares forms necessary to recoup cost of damage to facilities and/or equipment caused by tenant neglect. Prepares reports and correspondence concerning daily operations of billeting services. Assists manager with enforcing compliance with billeting directivities, fire prevention regulations, and utilities conservation directives. Assumes the duties and responsibility of the Housing Manager in his/her absence. Monitors and verifies the accuracy of monthly utilization reports. Prepares required reports and statistical data for operations. Prepares forms necessary to recoup cost of damage to facilities and/or equipment caused by tenant neglect. Trains billeting personnel in the proper use of the billeting and the inventory database. Instruct personnel in proper billeting procedures. Inspects operations for compliance with appropriate order. Distributes workload to billeting personnel. Performs occupant check-in and checkout procedures to include the processing of necessary paperwork, collection of appropriate military orders, and inspection of billeting facilities. Maintains and manages supply accounts. Provides Housing Manager with projected funding requirements for future supply needs. Maintains and manages the Bachelor Billeting program inventory. Uses automated systems to tract inventory and performs periodic inventory checks to verify accuracy of records/system.		
Qualification Requirements 資格条件		
<ol style="list-style-type: none"> 1. Must be able to read, write, and communicate in English clearly, prefer LAD-3 or higher. 2. Must have knowledge of basic Microsoft Office suite program. 3. Must be able to obtain and maintain a valid US Government vehicle license. 4. Must be able to lift and carry 40 lbs. of items. 5. Must be willing to learn new functions and attend training. 		
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。