

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

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

Announcement No. **35-14**

Date: 8 May 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 #: 052	Position title: Administrative Specialist, #10, BWT-1, Grade-5		
MLC F/T Permanent	Number of position(s): 1	Location: Camp Foster	
Organization: Defense Policy Review Initiative (DPRI), FRF Program Management Office			
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) 15 May 14	
Summary of duties: Maintains electronic files and historical binders. Records and maintains meeting minutes for the record. Maintains the office calendar and de-conflicts meeting schedules. Answers and redirects phone calls. Maintains office supplies and office vehicle. Maintains payroll records for civilian employees. Develops, tracks spending, and maintains the Section Budget. Receives and processes visit, meeting, and survey requests from Government of Japan (GOJ) agencies. Independently develops documents and e-mails as required. Advises FRF Program Management Officer on potential issues. Takes corrective action when problem arise, or provides recommendations to management as necessary. Provides some interpretation and translation from English Japanese and vice versa. Provides cultural input to FRF Program Management Officer.			
Qualification Requirements 資格条件 <ol style="list-style-type: none">1. Must have LAD-3 or equivalent/above (ex: Step-Pre1, TOEIC-750 or TOEFL-540).2. Proficiency in Microsoft Word, Excel, PowerPoint, and Outlook required.3. Proficient in English and Japanese languages, both written and oral.4. Experience in office administration preferred.			
Required documents <ol style="list-style-type: none">1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire2. Copies of certificates/licenses		必要書類: <ol style="list-style-type: none">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。