

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

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

Announcement No. 39-15

Date: 01 Jul 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毎切日の16:30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。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 #: 065		Position title: Administrative Specialist, #9, BWT-1, Grade-4	
MLC F/T Permanent		Number of position(s): 1	Location: MCAS Futenma
Organization: MCAS Futenma, Mission Assurance 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) 10 Jul 15	
Summary of duties: Receives and processes Base Pass /access requests, requests to conduct official and unofficial photography, access to sacred areas, and access to restricted areas to include the flight line, hangars and fuel areas. Maintains data base of all requests and current status of both station and flight line access. Prepares all Base Pass/access approval/disapproval endorsements for signature by Mission Assurance Branch Head or Operations Officer after reviewing for both validity and completeness. Granted limited approval authority. Issues and tracks Flight Line Access Badges. Provides administrative assistance to the Operations Officer and Mission Assurance Branch to include the conduct of translator duties and gate escort etc.			
Qualification Requirements 資格条件 <ol style="list-style-type: none">1. Must have working experience using Outlook, Word, Excel, and Access. (Preferably intermediate skill level in Access)2. Must be fluent in both Japanese and English (preferably LAD—3 or higher).3. Knowledge of Naval Correspondence is required.4. Must be able to organize and file correspondence.5. Must be computer literate, especially internet usage.			
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・終了証などのコピー	

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。