

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

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

Announcement No. **41-14**

Date: 2 Jun 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 #: 056	Position title: Administrative Specialist, #9, BWT-1, Grade-4	
MLC F/T Limited Term (NTE: 4 Dec 14)	Number of position(s): 1	Location: Camp Foster
Organization: FE Div, Fac Maint Br., M&R, General Service Unit		
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) 9 Jun 14
Summary of duties: Works directly under the Transportation Supervisor II, performing all clerical functions assigned by him in support of the technical operations and administrative section of the General Services Unit. Maintains the single, central source of information on all General Services Unit personnel and on all transactions (reports, correspondence, etc.) prepares communications from the General Services Unit and the Facilities Maintenance Officer to all the various levels of military commands, from departmental monthly pest control spray schedules, equipment requirements for the Defense Construction Supply Centers, to modification of allowance for equipment directed to the Commandant of the Marine Corps. Also prepares correspondence to various Government of Japan agencies (i.e., LMO) on acquisition of protective clothing and uniforms, personnel actions, time sheets, and Japanese personnel travel authorization reports. Tasks include preparation of a variety of operational administrative and technical support reports.		
Qualification Requirements 資格条件 <ol style="list-style-type: none">1. Must have a minimum of two year clerical, technical or administrative work experience in related work.2. Must be able to read, write, and communicate fluently in both English and Japanese.3. Must be able to translate both verbal and written correspondence.4. Must have experience with office automation software (e.g. Microsoft Office, Excel, etc).5. Knowledge and experience in utilizing MAXIMO or a similar Maintenance Management Asset software is 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。