

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

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

Announcement No. **43 -14**

Date: 11 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 #:059 | Position title: Building Manager, #23, BWT-1, Grade-4 | |
| MLC F/T Permanent | Number of position(s): 1 | Location: Camp Foster |
| Organization: MCB, Camp S. D. Butler, G-4 Division, Plans and Operations Branch | | |
| 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) 20 Jun 14 | |
| Summary of duties: Manages and inspects facilities maintenance, upkeep of the building and perform required facility upgrades on daily basis. Performs minor maintenance repairs and/or incidental duties as assigned. Maintains all keys for the facility and maintains control of locker keys and occupant usage of male and female lockers. Submits service tickets and establishes work requests; maintains log (record) and files of both requests. Orders supplies, maintains files and records of supply purchases and issuance to building custodians. Serves as an interpreter for FE maintenance crews and Japanese contractors; serves as Fire Warden escorting inspectors. | | |
| Qualification Requirements 資格条件 | | |
| <ol style="list-style-type: none">1. Must have communication skills with customers.2. Must be able to communicate in English and Japanese; both orally and in writing.3. Must be able to operate the computer to include Outlook, MS Word, Excel, and Power Point.4. Must be able to perform minor maintenance repairs such as but not limited to: changing light bulbs; touch-up painting; tightening bolts and screws; drilling holes to hang pictures and signs; cleaning outside; washing windows; preparing sand bags for typhoons.5. Must be able to lift supplies not to exceed 20 pounds. | | |
| Required documents | 必要書類: | |
| <ol style="list-style-type: none">1. MCIPAC/CHRO/MLC-IHA 12300/22. Questionnaire3. Copies of certificates/licenses | <ol style="list-style-type: none">1. MCIPAC/CHRO/MLC-IHA 12300/22. 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