

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

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

Announcement No. **45-14**

Date: 27 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 #50	Position title: Forklift Operator, #2112, BWT-2, Grade-4		
MLC F/T, Permanent	Number of position(s): 1	Location: Camp Foster	
Organization: MCB, Camp S. D. Butler, G-4 Div, Base Supply Br, BWO Section			
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) 7 Jul 2014	
Summary of duties: Operates various types of forklift trucks/material handling equipment (MHE) and vehicles to move, load or unload, transfer, transport, and stack or unstack, palletized goods, boxes, and crates of merchandise, materials and heavy supplies from on location to another locations. Performs operator's maintenance of the equipment. Fills in equipment operational record and mishap report as required. Receipt of issuance orders, removes items from storage location and forwards shipping unit. Verifying content against issuance orders for accuracy as to the stock number, nomenclature, quantity, unit of issue and the condition of the material. Maintains a file of the issuance orders for reference purpose. Performs clerical and manual work in a warehouse or storage area. Physically receives incoming items and verifying content against shipping document for accuracy as to the stock number, nomenclature, quantity, unit of issue and the condition of the material. Maintains a file of the shipping document for reference purpose etc.			
Qualification Requirements 資格条件 1. Require Forklift license. 2. Should have English language skills as job require both reading, writing and talking with US Personnel. 3. Should be capable to lift at least 50ib.			
Required documents 1. MCIPAC/CHRO/MLC-IHA 12300/2 2. Questionnaire 3. Copies of certificates/licenses		必要書類: 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