

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

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

Announcement No. **47-14**

Date: 21 Jul 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。

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| PWO #: 065 | Position title: Commercial Artist, #046, BWT-1, Grade-5 | |
| MLC F/T Permanent | Number of position(s): 1 | Location: Camp Foster |
| Organization: Marine Corps Installations Pacific, G-3 Division, Combat Camera Center | | |
| 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) 25 Jul 14 | |
| Summary of duties: Performs all graphics arts requirements in supporting all Marine Corps training activities on Okinawa to include combat readiness training, formal school training, command briefs, and all other related mission essential requirements as directed, maintains all graphics equipment, material used and clean work space. Translates verbal/written information into original graphic/Visual Information (VI) artwork, often working without benefit of prescribed formats, pictures, or diagrams. Using a variety of methods, techniques and materials, designs, creates, and produces (VI) products, which are technically and aesthetically composed in a timely manner. All graphics requirements are done by hand, graphics related equipment, and/or computer software. Originates and develops ideas for clients, objectively based upon the needs of Commands, Staff, and/or training officers. Advises clients as to the most appropriate VI to use or may recommend possible substitutes for material previously suggested. Plan and coordinates projects and develops ideas and techniques for fulfilling client objectives when specific guidelines are not available. When necessary, makes technical, content and artistic changes/modifications. Performs other duties as assigned. | | |
| Qualification Requirements 資格条件 1) Creates original layout and designs, illustrations, and computer generated graphics. 2) Create and design digital masters using a variety of software (Adobe Creative Suite) for mass production 3) Conduct post production finishing on printed materials to include mounting, lamination and trimming 4) Conduct quality control checks on graphic and printed products as required 5) Ensure the completeness and accuracy of job orders/requests 6) Must have experience in Adobe Software to include Photoshop, Indesign, Illustrator, Falsh, Acrobat Pro 7) Must have experience in word processing | | |
| Required documents 1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire 2. Copies of certificates/licenses | 必要書類: 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。