

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

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

Announcement No. **47-15**

Date: 12 Aug 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〆切日の 16:30 までに人事部日本人雇用係 (キャンブ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 #: 075	Position title: Bowling Alley Manager, #29, BWT-1, Grade-4		
IHA F/T Limited Term (NTE: 31- Oct-2016)	Number of position(s): 1	Location: Camp Schwab	
Organization: MCCS Division, Business Ops Br, Bowling Program			
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) 20 Aug 15	
Summary of duties: The primary purpose of the position is the economic and efficient operation of the assigned Bowling Center which including personnel, facilities and equipment maintenance and repair. Responsibility includes the operations of the pro-shop, snack bar, gaming and bowling operations. 1) Directs, controls, and administers the operation, service and maintenance of a bowling center consisting of 10 lanes. Schedules and managers tournaments, lane reservations, and other special events and programs. Schedules and supervises maintenance and repair of the facility and equipment of bowling center. Responsible for the cleanliness of the facility. 2) Supervises, instructs and assigns work to the subordinate employees. Trains, schedules work, appraises performance, counsels assigned personnel, and recommends personnel actions. Requests from the Bowling Program Manager for employment, discharge, promotion, reclassification and other changes in status for the employees working in bowling center. 3) Prepares financial plan, budget, inventories, cost controls, and related records and reports. Reviews the financial status of the assigned activity and recommends changes considered necessary. Prepares repots and record of income. Maintains accounts of receipts and expenditures. Estimates and orders necessary supplies. Responsible for keeping adequate supplies of forms required. Conducts monthly inventories and related inventory matters such as inputting into Rec Trac supplies received, etc. 4) Conduct daily cash counts, reconciles DAR and prepares daily deposits for courier pickup. Inputs daily sales in statistical reports. Responsible for Patron Payment Voucher (PPV) payments on slot machines.			
Qualification Requirements 資格条件 1. Experience in managing/operating a bowling center. 2. Must be able to communicate effectively in English both verbal and written (LAD-2 or above) 3. Must have customer service experience 4. Must be able to work on shift schedule			
Shift Schedule: (0800-1700,0900-1800, 1000-1900, 1030-1930, 1330-2230, 1530-2430, 1600-0100)			
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。