

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

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

Announcement No. **48-14**

Date: 26 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 #66	Position title: Stock Control Clerk, #342, BWT-1, 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, Base Property Control Office			
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: The incumbent performs responsible clerical work involved in the documentary control of receipt, issues, redistributions and adjustments of stock. Work is performed utilizing property accounting records called the Mechanized Allowance List (MAL) and Consolidated Memorandum Receipt Listing (CMR). This responsibility includes documentary control of approximately \$ 2.1 million serialized items with a unit cost less than \$15,000. Ensures that each MAL/CMR is annotated with all documents which cause adjustment, and to further ensures that serial numbers are tracked until such time as they are reflected on Responsible Officer CMR's. Prepares inventory adjustment transactions and reviews inventory adjustment transactions submitted by Responsible Officers and conducts/validates causative research in order to justify the adjustments. Timely distributes semi-annual Consolidated Memorandum Receipt Listing reconciliations to Responsible Officer's and obtains the results (along with supporting documentation) within 15 days form distribution etc.			
Qualification Requirements 資格条件 <ol style="list-style-type: none">1. Must have good understanding of English both oral and written.2. Must have a driver's license (Manual/Automatic).3. Must have basic computer skills, such as Microsoft Word/Excel/Outlook and internet explorer.4. Prefer to be able to initiate follow-up and tracer actions for all requisitions that shipping status has passed normal transit time.5. Prefer to be able to submit requirements through the PR builder process to the Regional Contracting Office.6. Prefer to be able to request for quotations from vendors in order to make selection for supplies and/or services.7. Prefer to be able to research and prepare detailed Statement of Work (SOW) requirements.8. Prefer to be able to set and conduct reconciliation with internal sections to ensure requirements are valid.9. Prefer to be able to validate vendor's quotes with contract requirements.			
Required documents <ol style="list-style-type: none">1. MCIPAC/CHRO/MLC-IHA 12300/22. Questionnaire3. Copies of certificates/licenses		必要書類： <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