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

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

Announcement No**. 50-14** Date: 1 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枚以内に限ります)。お問い合わせは日本人雇用係(645-3370)までご連絡下さい。

PWO #:**061**	Position title: **Office Automation Clerk, #606, BWT-1, Grade-4**	
MLC F/T **Limited Term** **NTE: 9 Jan 15**	Number of position(s): **1**	Location: **Camp Hansen**
Organization: MCB, Camp S. D. Butler, FE Div, Fac Maint Br, M&R, North Maint Det. Hansen Unit		
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） ***8 Jul 14***

Summary of duties: Maintain the single, central source of information on all Facilities Maintenance, Maintenance and repair matters. This includes personnel reports, detachment correspondence, work requests, variance reports, job orders, emergency service tickets, and schedules of work being performed. Receives, prepares, and routes correspondence from the Detachment via the Maintenance and repair Section to all levels of recipients, to include the Facilities Engineer Resource Management Branch, Facilities Maintenance Office, Civilian Human Resources Office, Labor Management Office, Base Safety and other support and command personnel. Prepares correspondence via internal routing to Government of Japan agencies on issues such as recruitment of personnel, issuance of protective closing for personnel, time sheets and Japanese personnel travel authorization reports.

Qualification Requirements 資格条件

1. Must be able to speak and write English.
2. Must have the experience in using computers.
3. Must have some clerical/Administrative experience.

Required documents	必要書類：
1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire 2. Copies of certificates/licenses	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．