

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

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

Announcement No. **50-15**

Date: 21 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 #: 077	Position title: Personnel Clerk, #607, BWT-1, Grade-4		
MLC F/T Limited Term (NTE: 30- Nov-2015)	Number of position(s): 1	Location: Camp Foster	
Organization: Civilian Human Resources Office, US Programs			
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) 27 Aug 15	
Summary of duties: Performs variety of clerical, procedural, and administrative work for Work Force Development and Diversity Section servicing both U.S. Marine Corps and MLC/IHA employees on MCB, Camp S. D. Butler, Okinawa. Provide clerical support to include but not limited to; prepares invitational orders, temporary Base access request and completed SF-182 for signatures; develop and maintains, training files, training certificates, training vendor folders and any other related correspondences to include PR Builder and data entry of training records. Accurately completes various monthly and weekly reports for submission in a timely manner. Responsible for the administration of Tuition Assistance Program (TA). Serves as point of contact for the program and provides assistance to employees interested in the enrollment. Provides customer service at the counter and performs related clerical functions as assigned.			
Qualification Requirements 資格条件 1. Must be able to speak, read and write in English at LAD-3 or higher level. 2. Ability to perform administrative/clerical work in process and maintain of various HR documents and records. 3. Must have an administrative work experience (preferably engaged in personnel function in the organization). 4. Must have a general knowledge of office automation software, practices and procedures (e.g. Microsoft Office Suite, Adobe).			
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。