

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

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

Announcement No. **56-14**

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\\_emp1@usmc.mil](mailto:chro_jn_emp1@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\\_emp1@usmc.mil](mailto:chro_jn_emp1@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。

<b>PWO #:074</b>	Position title: Administrative Specialist, #009, BWT-1, Grade-4	
<b>MLC F/T Permanent</b>	Number of position(s): <b>1</b>	Location: <b>Camp Foster</b>
Organization: MCB, Camp S. D. Butler, G-6 Division, Electronic Maintenance Branch		
Area of consideration 募集範囲: <b>Okinawa Wide (MLC/IHAs employed in Okinawa)</b> 沖縄県内にて雇用されている全 <b>MLC/IHA</b> 従業員	Closing date: (提出期限) <b>25 Jul 14</b>	
<b>Summary of duties:</b> Services as an Administrative Specialist, assisting the shop chief by managing various programs within the Electronics Maintenance Branch. Accepts, inspects, and documents all equipment entering the maintenance cycle. Issues equipment "awaiting repair" to technicians. Transports faulty equipment to and from higher echelons of maintenance, as required. Notifies customers when equipment is ready for pick-up. Records current status of equipment in the maintenance cycle, ensuring maintenance reports are current and accurate. Research sources of supply and contact vendors, order, receive, document, stock, and issue repair parts; inventory stock; reconcile supply status of repair parts on order. Performs fiscal duties, to include maintaining branch's fiscal database and records; producing branch financial reports; reconciling branch fiscal status with division fiscal section; certifying sufficient funds are available to purchase repair parts or services, and reconciling purchase card transactions. Ship and track warranty items to various vendors in the United States utilizing local and international shipping companies. Perform other duties as assigned.		
<b>Qualification Requirements 資格条件</b> <ol style="list-style-type: none"><li>1. Must be able to speak, read, write and understand English very well (LAD-2 or above)</li><li>2. Must have a knowledge and ability to use computer programs (Microsoft Access, Excel, Word...etc)</li><li>3. 1 year of clerical or administrative work experience.</li><li>4. Prefer to have the knowledge of accounting methods and GCPC procedures.</li><li>5. Must have a driver's license</li></ol>		
<b>Required documents</b> <ol style="list-style-type: none"><li>1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) &amp; Questionnaire</li><li>2. Copies of certificates/licenses</li></ol>	<b>必要書類:</b> <ol style="list-style-type: none"><li>1. MCIPAC/CHRO/MLC-IHA 12300/2 (Rev 4/14) &amp; 質問表</li><li>2. 免許証・終了証のコピー</li></ol>	

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。