

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

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

Announcement No. **63-15**

Date: 14 Oct 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 4 9 5、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 #: 103	Position title: <b>Office Automation Clerk, #605, BWT-1, Grade-3</b>		
<b>MLC F/T Limited Term (NTE: 18 Feb 17)</b>		Number of position(s): <b>1</b>	Location: <b>Camp Foster</b>
Organization: G-1 Division			
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 MLC/IHA 従業員		Closing date: (提出期限) <b>21 Oct 15</b>	
<b>Summary of duties:</b> Types, copies, edits, calculates, retrieves, stores and prints a wide range of documents in final form from hand-written drafts. (e.g., correspondence, directives, policies, reports, mailing labels, etc.). Operates and is proficient at all computerized programs used in the Marine Corps. Receives, routes and tracks all fitness reports for the AC/S G-1, Chief of Staff and Commanding General. Receives routes and tracks all incoming and outgoing correspondence. Maintains office correspondence files in subject and chronological order. Receives, routes and distributes Commanding General's Official mail and guard mail. Updates social/recall Roster Binders for all divisions of Marine Corps Base. Prepares Promotion Warrants for the Meritorious Promotion Program. Requisitions office supply.			
<b>Note: Effective date of the employment will be 01-Jan-2016.</b> 採用予定日は <b>2016 年 1 月 1 日</b> です。			
<b>Qualification Requirements 資格条件</b> <ol style="list-style-type: none"><li>1. Must have the ability to speak, read and write in English. (LAD-2 or above).</li><li>2. Must have the ability to operate computer to include Microsoft Excel, Word and Outlook.</li><li>3. Must have experience with providing customer service.</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。