

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

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

Announcement No. **64-14**

Date: 25 Aug 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。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 #:088	Position title: Clerk, #50, BWT-1, Grade-3	
IHA F/T Permanent	Number of position(s): 1	Location: Camp Kinser (Surfside)
Organization: MCB, Camp S. D. Butler, MCCS Div, Business Operations Branch, Food & Hospitality		
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) 29 Aug 14
<p>Summary of duties: Responsible for performing day-to-day clerical and administrative support work for Kinser Surfside. Clerical work encompasses compiling daily paperwork, filing paper work, verifying daily deposit and assisting in the cash accounting procedures.</p> <p>Assist club manager/assistant managers by performing a wide variety of clerical functions. Serves as central source of information concerning clerical functions assigned. Prepares meeting notes, purchase request, transfers/receipts and others. Answers the telephone, coordinates appointments, meeting, seminars, opens and distributes incoming guard mail. Greets clients, vendor, military personnel and civilian guest also takes messages as required, checks emails. Accepts group reservations and makes schedules. Contracts for rescheduling or additions to the schedule. In coordination with catering manager, checks event schedule daily and closes all completed contracts. Prepares monthly statistics and other reports as needed. Advises management of policies and methods for increasing administrative efficiency and effectiveness.</p> <p>Prepares daily accounting reports (DAR) paperwork for the club's sales, verifies the total from the paperwork to the total of the daily deposit, and calculate daily sales. Counts slot drops daily. Compiles the information in submission to the appropriate agency such as AMO.</p> <p>Purchases supply and food items through AAFES on-line, BPAs, DSSC and NAF PC. Completes data entry for the items and quantity received. Performs other related duties as assigned by management.</p>		
<p>Qualification Requirements 資格条件</p> <ol style="list-style-type: none"> 1. A minimum of 1 year experience and knowledge in responsible clerical support work, such as managing files and records, preparing documents and correspondence, receiving visitors or telephone call 2. Computer skills for MS Office (Word, Excel, PowerPoint and Access) as well as standard office equipment (i.e. typewriters, copies and fax machines) is essential. 3. Possess excellent customer service, interpersonal skills, tact, and problem-solving abilities. 4. Proficient in both English and Japanese to communicate orally and in writing with the staff members, vendors and customers (LAD-2 and above) 5. Knowledge of grammar, spelling, punctuation and required format of Naval Correspondence in order to maintain a Navy filing system and to compose properly-formatted correspondence, as well as knowledge of record retention. (Naval Correspondence can be completed upon hire) 6. Prefer to have cashier experience to include knowledge of basic cash handling procedures, business mathematics, and familiarity with currency and negotiability requirements. 		
<p>Required documents</p> <ol style="list-style-type: none"> 1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire 2. Copies of certificates/licenses 		<p>必要書類:</p> <ol style="list-style-type: none"> 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協力お願いします。