

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

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

Announcement No. **64-15**

Date: 9 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 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 #: 104	Position title: Office Automation Clerk, #606, BWT-1, Grade-4		
MLC F/T Limited Term (NTE: 22 Sep 2016)		Number of position(s): 1	Location: Camp Foster
Organization: G3/5 Fire & Emergency Services			
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) 16 Oct 15	
Summary of duties: Performs general and specialized office automation duties requiring office automation hardware and software applications such as spreadsheets, databases...etc. Selects the most appropriate software for automating office work based on the nature of the work and the characteristics of available software. Uses database or spreadsheet software to enter, revise, sort or calculate, and retrieve data for standard reports. Prepare Base passes, GOV licenses, timesheets, and MLC travel allowance. Performs routine clerical tasks such as answering telephone, taking messages and/or referring callers to appropriate staff members. Arranges and files items in subject and chronological order. Performs other related or incidental duties as assigned.			
Qualification Requirements 資格条件 <ol style="list-style-type: none">1. Must be able to communicate effectively in English and Japanese, both orally and in writing.2. Must possess validated Japanese driver's license and be able to obtain GOV license.3. Must have working knowledge in Microsoft Word, Excel, Power Point, Access, Outlook, basic computer skills and typing skills (40 words/per minute)4. Working knowledge in MLC local travel, Special Work Allowance, US & MLC timesheets, RPA procedures, Budget practices and other applicable policies & procedures is preferred.5. Must have experiences in a full range of clerical and administrative functions such as preparing and reviewing correspondence.			
Required documents <ol style="list-style-type: none">1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire2. Copies of certificates/licenses		必要書類: <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ご協力お願いします。