

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

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

Announcement No. **67-14**

Date: 29 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_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 #: 091	Position title: Telephone Operator, #217, BWT-1, Grade-3	
MLC F/T Permanent	Number of position(s): 1	Location: Camp Foster
Organization: MCB Camp S. D. Butler, G-6 Customer Support Branch		
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) 4 Sep 14
<p>Summary of duties:</p> <p>Provides Telephone directory service to all assigned Marine Corps, Navy, Air Force, and Army units, local and remote civilian contractors, and any con-military customers under general supervision.</p> <p>By utilizing a Telecommunications Management System (TMS) computer program and digital computer controlled interface to a telephone switching system to route incoming calls to appropriate departments.</p> <p>Researches and provides specific directory information for both internal and external inquires. Search the numbers in the system for all designated units and classified sections, world-wide Defense Switched Network (DSN) numbers, base housing and barracks residents.</p> <p>Transfer calls as required and in accordance with policy and procedure pertaining to the disclosure of directory information. Provides dialing instructions as well for internal and external calls for DSN and commercial numbers including cellphone numbers according to circumstances.</p> <p>Establishes and controls multi party bridge conferences utilizing Outlook email and calendar.</p> <p>Performs miscellaneous job-related duties as assigned.</p>		
<p>Qualification Requirements 資格条件</p> <ol style="list-style-type: none"> 1. Must be able to read, write, and communicate in both Japanese and English (LAD-2 and above) 2. Prefer to have basic computer knowledge of all MS Office applications (Word, Excel, Access, Power Point). 3. Must have a minimum of 1 year experience in customer service related field (work experience in Telephone Operator preferred) and posses skills to handle irate customers. 4. Must be a team player and also able to work 24 hours rotation shift schedule (07:00-16:00, 15:00-2400, & 22:00-07:00). 		
<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・終了証などのコピー

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。