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

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

Announcement No**. 70-15** Date: 23 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。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: **Administrative Specialist, #9, BWT-1, Grade-4**	
MLC **F/T Permanent**	Number of position(s): **1**	Location: Camp Foster
Organization: MCB, Camp S. D. Butler, G-4 Division, Motor Transport Branch, Operations Section		
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） ***2 Nov 2015***

Summary of duties:

The incumbent will accomplish work from standard office workstation utilizing standard software/programs for word processing, spreadsheets, data bases and multiple web based applications. Visits vehicle parking lots (Camp Foster) to retrieve or collect data from vehicle data recorders. Prepares letters, fax, reports and procedural manuals from draft in final format. Provides support to the Operations Officer for the day to day operations of the fleet. Administrative Duties – Prepare memorandums, letters, reports Fax's and other documents from drafts. Answering telephones receiving and send fax and e-mails, Maintains files recording administrative actions using electronic files and local database per established procedures. Maintains files and records relative to the accountability of the fleet and RI (Responsible individual) and delegates.
Property Records – Ensuring files and records related to the Fleet internal management accountability of supplies and property to include motor vehicles assignments are properly maintained with Base Property Control Office (BPCO) for shared information. Conducts periodic records inspection ensuring compliance with current orders, directives and procedure. Compiles and submits discrepancy reports. Assists Fleet Coordinator with the annual Fleet Inventory. Cabin Video Surveillance system – Maintains serialized records and logs necessary to account for removing hard-drives from secured CVSS ensuring proper chain of custody. Establishes and manages a semi-annual quality assurance program. Assists Fiscal Section and acts as a liaison for Contractors and Contracting Office for purchasing equipment, supplies for the Operations section.

Qualification Requirements 資格条件

1. Must be able to speak, read and write English at fluent proficiency level with the ability to interpret and translate from English to Japanese and vice-a-versa. (LAD-4 OR equivalent).
2. Must have good knowledge of automation Microsoft software suite and tools to produce letters, reports, spreadsheets and graphs.
3. Must possess a valid GOJ vehicle driver's license and be able to obtain US military driver's license.

Required documents	必要書類：
1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire 2. Copies of certificates/licenses	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.