

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

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

Announcement No. **72-15b**

Amendment-- correct organization name

Date: 3 Nov 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毎切日の 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 #: 111	Position title: Office Automation Clerk, #606, BWT-1, Grade-4		
MLC F/T Limited Term (NTE: 15 Mar 2017)	Number of position(s): 1	Location: Camp Foster	
Organization: DLA Document Services Okinawa			
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) 12 Nov 15	
Summary of duties: Uses various office automation computer programs to perform various administrative/clerical duties such as, creating consolidated billing report, summary, sending invoices...etc. Uses computer based programs to perform various desk top publishing duties (i.e., import and export graphics, convert digital information, edit symbols) as assigned. Verifies spelling, grammar, translation, graphics, other arrangements, and all requirements are designed and edited accurately. Uses Multi Function Devise (MFD) Digital Copier Machines to output desktop publishing works. Informs supervisor of large stock requirements to avoid missing due dates for others. Advertises to promote the full range of services of DLA Document Services Okinawa. Receives printing document request from the customers over the counter, or through email and/or Doc Access Online. Demonstrates document preparation methods and various printings, and recommends printing layout, estimates document price, and assists with other customer needs. Recommends the most economical, practical, and efficient production methods and practices to the customers. Responds to customer's inquiries and follow-up pending orders. Provides guidance regarding submission of orders through DLA Internet/World Wide Web (Doc Access Online), Repro Request Form, process and steps as to completing the request for orders. Explains the printing requirements and forwards the printing jobs with internet Request Forms attached to the production site, updates status of each job in Doc access online, and notifies the customer the completion of productions over the telephone and/or by email. Issues and delivers production to the customer. Maintains printing request logbook. Keeps supervisor informed of potential problems in assigned area.			
Qualification Requirements 資格条件			
1. Must have a minimum of 3 years clerical, technical or administrative work in related work 2. Must be computer literate and have knowledge of all MS Office computer allocations 3. Must have ability to communicate fluently in writing and speaking in EN and JN (LAD-3 or above) 4. Preferable to have basic knowledge of computer graphics 5. Preferable to have college/university degree from U.S.			
Work Schedule: Mon-Fri, 0715-1600 Note: Effective date of the employment will be 01-Jan-2016.			
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。