

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

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

Announcement No. **74-13**

Date: 19 Dec 13

**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](mailto: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](mailto: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 #: <b>119</b>	Position title: <b>Administrative Specialist, #292, BWT-1, Grade-4</b>	
<b>IHA F/T Limited Term</b> <b>NTE: 8 Mar 15</b>	Number of position(s): <b>1</b>	Location: <b>Camp Foster</b>
Organization: MCB, Camp S. D. Butler, MCCS Div, Marketing Br, Advertising & Sponsorship Section		
Area of consideration 募集範囲: <b>Okinawa Wide (MLC/IHAs employed in Okinawa)</b> 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) <b>27 Dec 13</b>
<p><b>Summary of duties:</b> Serves as the central point of contact for matters relating to the day-to-day operations of the Marketing department as well as for information regarding the events, festivals, and services rendered by MCCS. Receives all incoming telephone calls, determines the identity of callers, the nature of the calls, and responds to inquiries as to the various aspects of Marketing and MCCS departments.</p> <p>Prepares monthly reports for BPA (Blanket Purchase Agreement) call registers, patrons count report and petty cash vouchers. Responsible Officer as Petty Cash Custodian. Responsible for keeping track of NAF &amp; IHA employee timecards; comp-time via intranet.</p> <p>Receives orders of various printed media to include flyers, posters, and other commonly used visual media from facility managers and representatives within MCCS. Prepares accurate typewritten material required to include business cards, banners, flyers, posters. Responsible for maintaining contacts with customers to obtain information such as deadline, requirements, and project status. Bilingual skills are needed to translate ads, posters, and fliers to English from Japanese and vice versa. Works with printers and vendors on the production and delivery of projects as necessary. Responsible for contact of ordering services with Japanese vendors/contactors that require translation.</p> <p>Accompanies writers and photographers to various local cultural sites, events, and festivals such as restaurants, dance groups, arts and craft, bull fighting, etc, and acts as an interpreter during the interview. Serves as an author/writer for magazine and newspaper columns such as cooking recipes. Performs other duties as assigned.</p>		
<p><b>Qualification Requirements 資格条件</b></p> <ol style="list-style-type: none"> <li>1. Must be able to speak, read, write and understand both Japanese and English.</li> <li>2. Must have no less than 4 years of office administrative support experience.</li> <li>3. Must have knowledge of the following – cash handling, research skills, filing, preparing documents and correspondence, answering multi-phone lines, and must be able to type at least 40 wpm with accuracy.</li> <li>4. Previous experience working in marketing, advertising, communications or a related creative service field is desirable.</li> <li>5. Must be able to handle multitasking and be able to prioritize duties while working under strict deadlines.</li> <li>6. Must have a pleasant attitude to greet customers and work with co-workers.</li> <li>7. Must be knowledge in operating Microsoft Programs such as Outlook, Word, Excel, PowerPoint, etc.</li> <li>8. Must be well organized and will be responsible for employee confidentiality.</li> </ol>		
<p><b>Required documents</b></p> <ol style="list-style-type: none"> <li>1. USFJ Form 196aEJ</li> <li>2. Questionnaire</li> <li>3. Copies of certificates/licenses</li> <li>4. Marine Corps Vacancy Announcement Application Form</li> </ol>		<p><b>必要書類:</b></p> <ol style="list-style-type: none"> <li>1. USFJ Form 196aEJ</li> <li>2. 質問表</li> <li>3. 免許証・終了証のコピー</li> <li>4. 海兵隊募集広告応募用紙</li> </ol>

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。