

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

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

Announcement No. **77-15**

Date: 19 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 ACCEPTED *****

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 #: 117	Position title: Clerk, #50, BWT-1, Grade-3		
IHA F/T Permanent	Number of position(s): 1	Location: Schwab	
Organization: MCCS Div, Semper Fit Branch, Athletic 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) 25 Nov 15	
Summary of duties: <i>Administrative Duties:</i> (a) Provides clerical support and assists in the daily operations of a multi-faceted diverse fitness center. Provides first level support and service to customers. (b) Establishes and maintains a variety of files. Routes and distributes mail to appropriate individuals. (c) Maintains and orders office supplies. (d) Prepares time and attendance data and submits them in a timely manner. (e) Receives and directs telephone calls or visitors to appropriate staff or office. Makes appointments and keeps appointment calendar. (f) Composes, edits and prints a variety of documents for the office staff, including correspondence, reports, memorandums, etc. and maintains suspense dates to ensure that required actions and responses are made within deadlines. Assists on an as needed basis in translating information related to the gym. (g) Operates cash register, conducts inventory and ensures security of funds and property, assists the supervisor with shift and end of month inventories. (h) Completes the Daily Activity report (DAR) and prepares money for deposit. <i>General Duties:</i> (a) Assists in set-up and preparation of the facility supporting strategic events and other special events. (b) Assists in ensuring all facility rules and regulations are being adhered to. (c) Issues athletic supplies and equipment. May clean equipment or other items as directed by management. (d) Advises customers on the practical and safe use of equipment. (e) Checks supplies and equipment for serviceability, as appropriate and reports condition/status to supervisor. (f) Assists or independently opens and/or closes the facility. (g) As required, trains new employees on proper customer service, telephone etiquette and all general day-to-day operations. Assists or independently opens and/or closes the facility.			
Qualification Requirements 資格条件			
1. Must be able to attend and pass CPR and First Aid Training 2. Must complete Cash Handling Training Course and a Refresher Course once per year 3. Must be able to obtain and maintain a GOV license (Driver license is required). 4. Must be able to accommodate a flexible work schedule to work at a facility that operates 24 hrs a day 7 days a week 5. Must be able to perform prolonged standing, walking, reaching, lifting and carrying objects up to 45lbs (20.5kg) independently and objects over 45lbs with assistance. 6. Must be able to work at other locations/camps 7. Prefer having work experience within the gym on base 8. Ability to speak read and write English at LAD-2 level			
Work Schedule: Mon-Sun, 8hrs shift on a 24hrs/7days operation			
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。