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

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

Announcement No**. 81-15** Date: 24 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 #: 122	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, Host Nation Support Office		
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） ***3 Dec 15***

Summary of duties

Serves as Administrative Specialist for HNSO staff by prepares final documents i.e. letters, memos, in proper format as outline in DON, MC or internal procedures. Prepares briefing charts or handouts from Microsoft Office programs. Maintains manual and automated HNSO files. Inputs and maintains data in HNSO database file to include HNSO documents and PCP/JLAC/CP meeting. Makes domestic and international travel arrangements for HNSO staff and the Marine Corps Representative to the Joint Labor Affairs Committee members except task associated with DTS. Coordinates meetings between HNSO staff and other MC, service components and the Government of Japan Officials. Serves as the liaison between NMCI/G6 and the HNSO staff on computer related problems. Prepares and serves refreshments for visiting US and GOJ officials. Performs other administrative duties as assigned.

Qualification Requirements 資格条件

1. Must have a general knowledge of office automation software.
2. Must have the ability to communicate in English and Japanese fluently both orally and writing.
3. LAD-4 or equivalent to one of items listed below:
   a. TOEIC 730 or higher
   b. TOEFL(PBT) 550 or higher
   c. TOEFL (CBT) 210 or higher
   d. TOEFL (iBT) 80 or higher
   e. CASEC 870 or higher
   f. Eiken – Pre -1st grade
   g. Prior experience spent (at least 5 years) in English speaking country.

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.