

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

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

Announcement No. **82-14**

Date: 23 Oct 14

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). (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）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 #: 112	Position title: Clerk, #42, BWT-1, Grade-3	
MLC F/T Permanent	Number of position(s): 1	Location: Camp Kinser
Organization: G-4 Division, Food Service 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) 30 Oct 14
Summary of duties: Maintains all training, sanitation schedule, travel allowance, uniform request and personal records for MLC employees within all Base Food Service (BFS). Composes all correspondence for MLC issues by using office automation hardware and software including electronic mail and folders in local area network. Prepare and edit any documents using all of Microsoft Office applications. Maintains all filing of correspondence between MLC supervisor and outside agencies. Responsible for the completion of all MLC time sheets. Reviews and prepares translations related to BFS operations. Support operations officer/operations chief as an interpreter when having a meeting with Japanese contractors/vendors or MLC job interview in the operations section as needed. Coordinates/conducts Japanese sanitation training or safety training for MLC employees assigned to BFS as requested. Performs necessary audit/review of safety policies and procedures. Submits and post discrepancies related to Base Safety Office as a safety representative of Food Service Branch.		
Qualification Requirements 資格条件 <ol style="list-style-type: none">1. Must have ability to speak, read and write English (LAD-2 or above)2. Must have good knowledge of various automation software and tools to produce letters, reports, spreadsheets and graphs. Familiar with MS Office Programs and have basic computer knowledge/skills.3. Must be able to type 40 WPM.4. Must be able to work independently with little or no supervision.5. Must have a POV license for operations/missions required in Base Food Service Branch/Mess Halls.		
Required documents <ol style="list-style-type: none">1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire2. Copies of certificates/licenses		必要書類: <ol style="list-style-type: none">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。