

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

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

Announcement No. **82-15**

Date: 2 Dec 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（キャンブ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 #: 123	Position title: <b>Printing Specialist, #439, BWT-1, Grade-5</b> <b>* Promotion potential to #611, BWT-1, Grade-6</b>	
<b>MLC F/T</b>	Number of position(s): <b>1</b>	Location: <b>Camp Foster</b>
Organization: DLA Document Services Okinawa		
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 <b>MLC/IHA</b> 従業員		Closing date: (提出期限) <b>11 Dec 15</b>
<b>Summary of duties:</b> Promotes a full range of services offered by DLA Document Services, including document automation and procurement. Performs regularly scheduled customer visits to market document automation capabilities and ensure customers are aware of available digitized electronic options including network and Internet/World Wide Web (DSO). Receives Printing Requests on-line or hardcopy, or credit card information, analyzes requests to determine the production processes required and order of performance. Advises and demonstrates document preparation methods to customers. Provides layout advice and assistance. Makes decisions consistent with the most economical practical and efficient production methods and practices. In charge of complex account maintenance (credit cards, DD282, DD1149, MIPR and so on) via EBS, use various computer based programs to perform various related administrative duties. Use various graphics design and other computer programs to perform various desk top publishing, download publications from Web library, when other than digitized copy is submitted for production, determines formats, page margins, finished size, method of production, paper stock (including color, size, weight, and cost). Selects methods to be utilized in the finishing operations, which include folding, drilling, stitching, padding, assembling, or electronic output (CDs/DVDs), and all other technical aspects and processes to satisfactorily produce the finished products. Act as a lead/supervisor of Foster office operation under supervision if necessary.		
<b>Qualification Requirements 資格条件</b> 1. Must have a minimum of 3-year experience in administrative work 2. Must be computer literate and have knowledge of all MS Office computer applications 3. Must have ability to communicate in writing and speaking in both EN and JN (LAD-3 or above ) 4. Must have customer service experience 5. Preferable to have 4-years college degree 6. Must be interested in printing business <b>Work Schedule: Mon-Fri, 0715-1600</b>		
<b>Required documents</b> 1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire 2. Copies of certificates/licenses		<b>必要書類 :</b> 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。