

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

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

Announcement No. **89-14**

Date: 14 Nov 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, 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毎切日の 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 #: 120	Position title: Stock Control Clerk, #204, BWT-1, Grade-3	
MLC F/T Limited Term (NTE: 16- Oct-2015)	Number of position(s): 1	Location: Camp Foster
Organization: MCB Camp S. D. Butler, G-3/5 Division, Combat Camera Center		
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) 19 Nov 14
Summary of duties: Performs responsible clerical work involved in the documentary control of receipts, issues, redistributions and adjustment of properties island wide utilizing property accounting records called Mechanized Allowance List (MAL) and Consolidated Memorandum Receipts (CMR). The incumbent is responsible for ensuring that each MAL/CMR is annotated with all documents that cause adjustment, and to further ensure that serial numbers are tracked until such time as they are reflected on RO's CMR. When quantitative or serial number imbalances occur on the MAL/CMR and sufficient supporting documentations does not exist to justify the imbalance, the supply officer of Combat Camera Supply section must be notified for resolution. Responsible for the preparation of inventory adjustment transactions/reviewing inventory adjustment transactions submitted by RO's and conducting/validating causative research in order to justify the adjustments. Voucher file inquiries, daily histories receipt/issue documents and other change of customer transactions will be used for this purpose. Request for island wide search/investigative actions will also be forwarded as appropriate for the Supply Officers action. Responsible for managing RO appointment letters for 5 years after the RO ceases to serve, and to maintain CMR's for one year after new CMR's are generated, ensure the delegation of authority letters are on file for each RO account. Responsible for the timely distribution of the quarterly CMR reconciliation's to responsible officer's island wide and obtains the results (along with supporting documentations 1348's) within 15 days from distribution. Conducts causative research on misplaced equipment/items. Controls consumer level supplies inventories. Perform other related or incidental tasks as required.		
Qualification Requirements 資格条件 1. Be able to answer telephones, file, type and manage Consolidated Memorandum Receipt (CMR) accounts 2. Be able to perform inventory and tracking 3. Must have basic computer knowledge (MS Access, Excel, Word...etc) 4. Must be able to communicate orally and in writing (LAD-2 and above)		
Required documents 1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire 2. Copies of certificates/licenses		必要書類: 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。