

# MLC/IHA Position Vacancy Announcement

Civilian Human Resources Office  
Marine Corps Installations Pacific-MCB Camp Butler  
U.S. Marine Corps

## MLC/IHA 求人数募集

海兵隊 民間人人事部

### How to Apply (応募方法)

#### - When submitting hard copy application (履歴書を投函する)

Hard copy application package(s) are accepted at drop box located at Camp Foster, Bldg#495.

直接履歴書を投函される方は、キャンプフォスター-Building 495 に設置されている履歴書投函箱で受付しております。

#### - Email submissions (メールで履歴書を提出する場合)

Submit to [mcipac\\_chro\\_jn\\_empl@usmc.mil](mailto:mcipac_chro_jn_empl@usmc.mil) に提出

- Email subject must contain job title and PWO#  
メールの (Subject) 件名 には応募する職種名と PWO# を記載して下さい。
- Submission is limited to 3 PDF files including resume and attachments.  
添付書類は PDF (3 個以内) で提出お願いします。

#### - Application forms 履歴書用紙 :

MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire Forms may be found at the link below. 求人案内、履歴書は下記リンク参照

<https://www.mcipac.marines.mil/Staff-and-Sections/Principal-Staff/Civilian-Human-Resources-Office/JN/JN-Staffing/>

#### - Note (注意事項)

- Application with required documents must be submitted to LN Employment Unit, CHRO no-later-than 16:30 of the announcement closing date for either hard copy or email. Incomplete applications and application packages missing required document will not be processed.  
応募を希望する従業員は締切日の 16:30 までに人事部 MLC/IHA 雇用係 (メールによる応募も同様) 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
- Applications are subject to screening prior to referrals and only individuals selected for interview will be contacted. Your application package will not be returned once submitted.  
書類選考の上、被面接者のみにご連絡致します。提出された応募書類の返却はいたしません。
- For more information: LN Employment Unit, phone: 645-3370/098-970-3370 or email to: [mcipac\\_chro\\_jn\\_empl@usmc.mil](mailto:mcipac_chro_jn_empl@usmc.mil)  
お問合せは MLC/IHA 雇用係 (645-3370/098-970-3370) 又はメール [mcipac\\_chro\\_jn\\_empl@usmc.mil](mailto:mcipac_chro_jn_empl@usmc.mil) までご連絡下さい。

Announcement No. <b>41-24</b>		<b>11 Mar 24</b>	
PWO #: 045	<b>Position title: Administrative Specialist, #0292, BWT-1, Grade-4</b>		
<b>IHA F/T Permanent</b>	Number of position(s): 1	Location: Camp Foster	
Organization: MCB, Camp S. D. Butler, MCCS Division, Finance Branch, Shared Services Center			
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) 20 Mar 2024	
<b>Summary of duties:</b> Serves as office manager and administrative liaison for the Shared Services Center Japan. Coordinates facility moves, supply and equipment purchase requests, facilities maintenance requests, assists with personnel issues, and in coordinating TDY requirements for any inspectors or auditors visiting from off-island locations. Performs a variety of functions in support of the Senior Manager and team to include scheduling meetings, maintaining calendars, draft and review outgoing correspondence, maintaining files of all SSCJ employees, coordinating employee awards and presentations and office functions. Works with managers to prepare evaluation matrices for applicants. Sets interview schedule for applicants and ensures that newly hired employees attend the necessary trainings and are given access to accounting programs, necessary drives and folders within the SSCJ as required. Responsible for updating SSCJ organizational charts. Receives telephone calls and assist external customers as needed. Responds to all requests in a timely manner. Must have general knowledge of the functions of employees and sections within the center. Provides information based on individual judgment and refers matters to the appropriate person or office. Serves as Training Coordinator for the American and Japanese National employees. Maintains a log and notifies supervisors and employees of training opportunities available through MCCS and other sources. Coordinates with MCCS to nominate employees for classes. Creates and updates a calendar of ongoing training available and attendees. Sends reminders to employees about their scheduled training etc.			
<b>Qualification Requirements 資格条件</b> <ol style="list-style-type: none"> <li>1. Must have fluency in Japanese and English. Ability to effectively communicate – speak, read, write, and fully understand both languages in a business environment. (LPL-2 required. LPL-3 is highly preferred).</li> <li>2. Must have at least 1 year administrative work experience or education that the candidate can demonstrate an ability to establish procedure to maintain project recordkeeping, electronic files.</li> <li>3. Must be able to multitask and prioritize work activities and special assignments and meet strict deadlines.</li> <li>4. Must have effective interpersonal and customer service skills – in person, on the phone, and in writing. Ability to work effectively with administrative and professional staff and management.</li> <li>5. Must be able to demonstrate knowledge and ongoing execution of computer software applications including Microsoft Office – Microsoft Word, Excel, and PowerPoint. Ability to maintain and update project files and provide database management.</li> <li>6. Excellent organizational and research skills. Attention to detail. Must be proactive.</li> </ol>			
Work Schedule: Shift Schedule: 0730 – 1630, Mon – Fri, 40 hours a week			
<b>Required documents/ 提出書類 :</b> <ol style="list-style-type: none"> <li>1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) &amp; Questionnaire: 履歴書&amp;質問票</li> <li>2. Copy of English Proficiency Test: 英語の語学能力を証明する書類のコピー</li> </ol> <p><b>注 : 以上の資格証のみを提出してください</b></p>			

## LANGUAGE PROFICIENCY LEVEL (LPL)

### 語学能力級

職務で必用とされる LPL レベルは下記をご覧ください。

Please see the below for the English Language Proficiency Level (LPL) required of the position:

LPL	TOEIC	ALCPT	TOEFL (PBT) Paper Based Test	TOEFL (CBT) Computer Based Test	TOEFL (iBT) Internet Based Test	CASEC	EIKEN 英検
4 – Exceptional 特段の能力を要する	860 ~ 990	NA	600 ~	250 ~	100 ~	NA	1st
3 – Fluent 流ちょうな能力を要する	730 ~ 859	90 ~ 100	550 ~ 599	210 ~ 249	80 ~ 99	870 ~	Pre-1st
2 – Average 平均的能力を要する	550 ~ 729	75 ~ 89	460 ~ 549	140 ~ 209	50 ~ 79	560 ~ 869	2nd
1 – Elementary 初歩的な能力を要する	400 ~ 549	65 ~ 74	430 ~ 459	120 ~ 139	40 ~ 49	475 ~ 559	Pre-2nd
Pre-1 – Minimal 最小限の能力を要する	350 ~ 399	40 ~ 64	NA	NA	NA	NA	3rd
0 – No language proficiency 語学能力を要さない							

2016 年 2 月 8 日以前より継続雇用されている MLC/IHA 従業員で、2016 年 2 月 8 日以前に発行された EPT (English Proficiency Tests) 試験結果をお持ちの方は、その試験結果の語学級レベルが現 LPL レベルとして考慮されます。  
For current MLC/IHA employees who have been continuously employed since before 8 February 2016 and possess EPT test (English Proficiency Tests) result dated prior to 8 February 2016, the attained level will be “grandfathered” and honored as the employee’s current LPL.