

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

<http://www.mcipac.marines.mil/MCIPAC/CampButler/CHRO/MLCIHAAnnouncements.aspx>

Announcement No. **62-13**

Date: 30 Sep 13

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、**面接対象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 #: 97	Position title: Office Automation Clerk, #606, BWT-1, Grade-4	
MLC F/T Limited Term NTE: 3 Jan 15	Number of position(s): 1	Location: Camp Hansen
Organization: MCB, Camp S. D. Butler, FE Div, Fac Maint Br, M&R, North Maint Det. Hansen Unit		
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) 7 Oct 13
Summary of duties: Maintain the single, central source of information on all Facilities Maintenance, Maintenance and repair matters. This includes personnel reports, detachment correspondence, work requests, variance reports, job orders, emergency service tickets, and schedules of work being performed. Receives, prepares, and routes correspondence from the Detachment via the Maintenance and repair Section to all levels of recipients, to include the Facilities Engineer Resource Management Branch, Facilities Maintenance Office, Civilian Human Resources Office, Labor Management Office, Base Safety and other support and command personnel. Prepares correspondence via internal routing to Government of Japan agencies on issues such as recruitment of personnel, issuance of protective closing for personnel, time sheets and Japanese personnel travel authorization reports.		
Qualification Requirements 資格条件 <ol style="list-style-type: none">1. Must be able to speak and write English.2. Must have the experience in using computers.3. Must have some clerical/Administrative experience.		
Required documents <ol style="list-style-type: none">1. USFJ Form 196aEJ2. Questionnaire3. Copies of certificates/licenses4. Marine Corps Vacancy Announcement Application Form	必要書類: <ol style="list-style-type: none">1. USFJ Form 196aEJ2. 質問表3. 免許証・終了証のコピー4. 海兵隊募集広告応募用紙	

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。