

**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. **69-13**

Date: 23 Oct 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、**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 #: 108	Position title: Purchasing Agent, #413, BWT-1, Grade-4	
MLC F/T Permanent	Number of position(s): 1	Location: MCAS Futenma
Organization: MCB, Camp S. D. Butler, Aviation Supply/Fiscal Department		
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) 1 Nov 13
Summary of duties: Examines and verifies GPCP purchase requests. Collects and analyzes all quotes for the most advantageous, best value, and cost effective. Originates required actions for GPCP procurements by telephone, e-mail, fax, and/or internet. Solicits information regarding the price, delivery, and support from vendors or other supply services. Creates requisition source data, using database or spreadsheet software. Maintains up-to-date certification for GPCP and attends required refresher trainings. Monitors and tracks all outstanding GPCP purchases, initiating follow-ups as required. Prepares and maintains GPCP purchase folders and logs to record all purchases for audit purposes to include original request, receipt documentation and invoice. Verifies all changes. Disputes and reconciles monthly GPCP purchase statements online. Initiates Procurement Request in the PR Builder system and routes to appropriate personnel for approval and contracting action. Maintains up-to-date certification for PR Builder System and attends required refresher training. Prepares and maintains procurement request files and log/ledger for audit purposes to include original request, receipt documentation and invoice etc.		
Qualification Requirements 資格条件 <ol style="list-style-type: none"> 1. Must be familiar with GPCP and Purchase Request Builder. 2. Must have working experience using Outlook, Word, Excel, and Access. 3. Must be computer literate, especially Internet usage. 4. Must be fluent in English, LAD-3 or higher. 5. Must be willing to learn new functions and attend training. 6. Must be able to interface with persons from all walks of life. 		
Required documents <ol style="list-style-type: none"> 1. USFJ Form 196aEJ 2. Questionnaire 3. Copies of certificates/licenses 4. Marine Corps Vacancy Announcement Application Form 		必要書類: <ol style="list-style-type: none"> 1. USFJ Form 196aEJ 2. 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。