

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

<http://www.mcipac.marines.mil/installations/MCBCampSDButler/CHRO/MLCIHAAnnouncements.aspx>

Announcement No. **70-13**

Date: 29 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 #: 110	Position title: Stock Control Clerk, #204, BWT-1, Grade-3	
MLC F/T Permanent	Number of position(s): 1	Location: Camp Kinser
Organization: MCB, Camp S. D. Butler, G-4 Div, Supply Br, Base Warehousing Office		
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 Nov 13
Summary of duties: As the Marine Corps Liaison assist customers by providing instructions and guidance in submitting appropriate documentation for turn-in of government property to the Defense Logistics Agency (DLA) Disposition Services center; utilizing their Electronic Turn-in Document (ETID) system. Ensure that all Marine Corps Base supported activities have Base Property Control Office (BPCO) generated documentation in order to turn-in or be issued government personal (garrison) property. Assist with determining that all Marine Corps units have appropriate documentation to request and be issued any accountable government property. Perform clerical and manual work in a warehouse or storage area. Physically receives incoming items and verifying content against shipping document for accuracy as to the stock number, nomenclature, quantity, unit of issue and the condition of the material. Operates various types of forklift trucks/material handling equipment (MHE) and vehicles to move, load or unload, transfer, transport, and stack or unstack, palletized goods, boxes, and crates of merchandise, materials and heavy supplies from one location to another location. Receipt of issuance orders, removes items from storage location and forwards shipping unit. Verifies content against issuance orders for accuracy as to the stock number, nomenclature, quantity, unit of issue and the condition of the material.		
Work hours: 0630-1530		
Qualification Requirements 資格条件 <ol style="list-style-type: none">1. Should have English language skills as job require both reading, writing and talking with US personnel.2. Should have basic computer skills, such as Microsoft Word/Excel/Outlook and Internet Explorer.3. Must have driver's license (Automatic/Manual) and forklift license.		
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。