

MLC/IHA Position Vacancy Announcement



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

MLC/IHA 求人募集

海兵隊 民間人人事部

Vacancy Announcement/求人広告

ATTENTION

求人募集のウェブサイトリンクが変わりました。
Vacancy Announcement Website Link has been updated

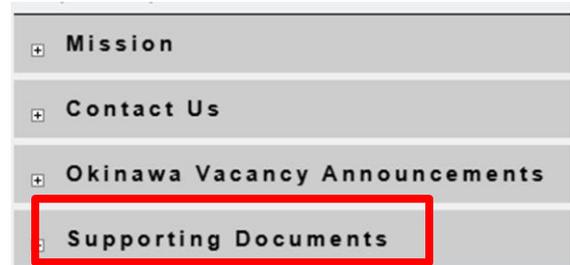
Application forms 履歴書用紙 :

MCIPAC/CHRO/MLC-IHA 12300/2(Rev 9/25) & Questionnaire

NEW URL : <https://www.mcipac.marines.mil/Staff-and-Sections/Principal-Staff/Civilian-Human-Resources-Office/#In-employment-unit>

Forms may be found at the link or QR code above. If you are unable to open the file, please save it to your desktop.

上記リンクまたはQRコードからダウンロードできます
ファイルを直接開けない場合は、デスクトップに保存してから開いて下さい。



↑ Application Form 履歴書はこちら

How to apply 提出方法

① Hard copy submission (履歴書投函)

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。

② Email submissions (メール提出)

Submit to mcipac_chro_jn_empl@usmc.mil

上記メールアドレスに提出

- 1) 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。
- 2) Submission is limited to 3 PDF files including resume and attachments.
添付書類は PDF (3 個以内) で提出をお願いします。

Due to network instability, we recommend to submit hard copy.
ネットワークが不安定な為、ハードコピーでの提出をお勧めしております。

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 雇用係に (メールによる応募も同様) 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
 お問い合わせは MLC/IHA 雇用係 (645-3370/098-970-3370) 又はメール mcipac_chro_jn_empl@usmc.mil までご連絡下さい。

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.

Date: 1 Apr 26

Announcement No. 43-26		
PWO #: 052	Position title: Stock Control Clerk #0342 BWT-1, Grade-4, LPL-2	
MLC F/T Permanent	Number of position(s): 1	Location: Camp Gonzalves JWTC (北部訓練場)
Organization: MCB, Camp S. D. Butler, G-4 Division, Food Service Branch, Mess Hall Section		
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) 10 Apr 26
Summary of duties: Performs clerical and administrative tasks in support of the mess hall's daily operation. Prepares letters, reports and other administrative documents for the Mess Hall manager's review, signature and forwarding to higher headquarters. Manages office files, manuals, and publications, receives, opens and routes all incoming correspondence. Functions as liaison between the Mess Hall Manager and Base Food Service Office on matters pertaining to Marine Corp Food Management Information System (MCFMIS). Assists the Mess Hall Manager through the Cook Foreman B with the production of all meals using menu planning programs. Maintains accountability of all subsistence items in the mess hall by conducting periodic inventories with store room Marines, Cook Foreman B, and Warehouse Delivery Clerk. Assists the Mess Hall Manger through the Cook Foreman B with submitting subsistence items into the Marine Corps Food Management Information System (MCFMIS) for use in the Mess Hall in accordance with the MCBBBul 10110 Master Menu. Assists the Mess Hall Manager through the Cook Foreman B with analyzing all inventory and usage data to properly order subsistence items in order to remain within the authorized quarterly budget. Reconciles with Base Food Service Office for all budget data to ensure that budgetary objectives are met and requisitions are paid promptly. Troubleshoots any adjustments errors and prepares end of the quarter reports for forwarding to Base Food Service etc. ESSENTIAL DUTY: Mess Hall will normally remain open through TCCOR-1C Essential personnel may be required to stay during TCCOR-1E to perform the task listed above.		
Qualification Requirements 資格条件 <ol style="list-style-type: none">1. Must be in good health.2. Must be able to communicate with patrons in English (LPL-2 or above level is highly recommended).3. Must have administrative experiences using Word/Excel/ other Microsoft Office products.		
Work Schedule : 07:30 – 16:30, Mon – Fri, one hour recess, 40 hours per week		
Required documents/ 提出書類 : <ol style="list-style-type: none">1. MCIPAC-MCBB/CHRO/MLC-IHA 12300/2(Rev 9/25) & Questionnaire: 履歴書&質問票2. Copy of English Proficiency Test: 英語能力を証明する書類のコピー3. Copies of the required certificates/licenses. 必要とされる資格等のコピー 注: 以上の書類のみを提出してください		