

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

16. WORK HISTORY 職歴

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LIST OF JOBS YOU HAVE HELD (STARTING FROM CURRENT JOB CHRONOLOGICALLY). IF ADDITIONAL SPACE IS REQUIRED, USE SEPARATE SHEET OF PAPER FOLLOWING THE BELOW INFORMATION FORMAT.	
JOB TITLE (IF USFJ E)	
Clerk, IHA	UNIT 2-3 事務職

Please specify MLA(MLC), IHA, MA(MC)
現職の雇用種類 - MLA(MLC), IHA, MA(MC) を必ずご記載ください

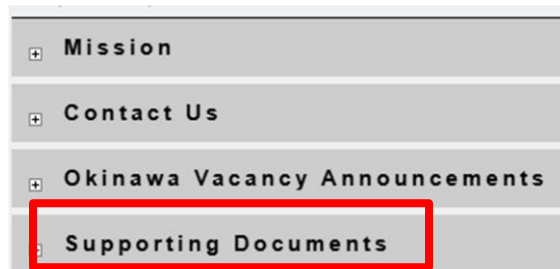
Application forms 履歴書用紙 :

PERSONAL HISTORY STATEMENT 履歴書 (USFJ FORM 196aEJ, 20260415)

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 position title and Vacancy Announcement (VA) number.
メールの (Subject) 件名 には応募する職種名と空席広報番号を記載して下さい。
- 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
お問合せは 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.

Vacancy Announcement No. (空席広報番号): 75-26		
Position Title: Storage Specialist, #0206, BWT-1, Grade-6, LPL-3		
MLA F/T Permanent	Number of position(s): 1	Location: Camp Foster
Organization: MCB, Camp S. D. Butler, G-4 Division, Base Supply Branch, BPCO		
Area of consideration 募集範囲: Okinawa Wide (MLA/IHAs employed in Okinawa) 沖縄県内にて雇用されている全 MLA/IHA 従業員		Closing date: (提出期限) 26 May 26
<p>Summary of duties: Serves as a Storage Specialist to the Base Warehousing Officer. Assignments are defined in a general manner as to scope and objective. This position requires regular travel to all Camps, training areas and MCS Futenma, On Okinawa, Japan, where storage facilities are resident. Some travel to Camp Fuji and MCAS Iwakuni is required. Furnishes technical assistance on materials handling methods. Develops specifications for the procurement of materials-handling equipment and systems for use in storage operations based on practical storage considerations. Prepares detailed drawings and blueprints of storage facilities. Maintains storage aid inventory program etc.</p>		
<p>Qualification Requirements 資格条件</p> <ol style="list-style-type: none"> 1. Must know basic warehouse storage work, including storage layout, use of space, and safe storage of materials. 2. Must be able to explain safe and efficient ways to move, handle, and store materials. 3. Must be able to select the correct materials-handling equipment and storage aids for the warehouse. 4. Must be able to write clear purchase requirements for material-handling equipment, storage systems, and storage aids. 5. Must be able to read, prepare, and update drawings, layouts, measurements, and blueprints for storage facilities. 6. Must be able to inspect storage areas and recommend changes to improve safety, space use, access, and workflow. 7. Must have and keep valid forklift and truck licenses required for warehouse operations. 8. Must be able to keep storage aid records, including item count, location, condition, and who is responsible for each item. 9. Must be able to write clear English records, reports, purchase reasons, and emails at English Language Level (LPL-3). 10. Must be able to work with warehouse staff, supply and logistics staff, customers, contractors, and other offices to solve storage and equipment problems. 11. Must be able and willing to travel to storage facilities at all camps, training areas, and MCAS Futenma on Okinawa. Some travel to Camp Fuji and MCAS Iwakuni is required. 12. Must be able to perform other related warehouse, storage, materials-handling, and inventory duties as assigned. 		
Work Schedule : 07:00-16:00. Mon – Fri, 40 hours a week		
<p>Required documents/ 提出書類 : 1. Personal History Statement 履歴書 (USFJ FORM 196aEJ, 20260415) 注 : 以上の書類のみを提出してください</p>		