



Civilian Labor Affairs Office
Combined Arms Training Center, Camp Fuji
United States Marine Corps
Gotemba-City, Shizuoka-Pref., Japan



Vacancy Announcement/求人広告

Date: 9 Apr 2025

CAMP FUJI – MLC/IHA POSITION VACANCY ANNOUNCEMENT

<https://www.mcipac.marines.mil/Staff-and-Sections/Special-Staff/Civilian-Human-Resources-Office/LN-Programs-CATC-Camp-Fuji/Camp-Fuji-Vacancy-Announcements/>

Announcement No. : 005-25		
PWO #: FUJI-25-PWO-005	Position title: Billet Manager, #0024, BWT1-4, LPL2 宿舎マネージャー、#0024、基本給表1、等級4、語学力2	
Type: Permanent 常用 IHA 基本労務契約	No. of position 募集人数: 1	Location 就業場所: Camp Fuji キャンプ富士(静岡県)
Organization 組織名: MCCS, CATC Camp Fuji, MCIPAC (キャンプ富士、福利厚生部)		
Open to 求人公開募集範囲: Current MLC / IHA employees within commuting area of Camp Fuji, or to those willing to relocate at their own expenses. 現MLC/IHA従業員キャンプ富士通勤圏内に在住する方、もしくは自費にて通勤圏内へ移住できる方。		Closing date: Open until filled. 採用者が決定するまで
Summary of Duties 仕事の内容: 1. Supervisory duties: Exercises the following supervisory authorities and responsibilities. Reviews work of employees to ensure the uniform application of regulations, policies directives and sound business practices. Prepares work schedules and timesheets for IHAs and contract workers engaged in front desk and housekeeping work. Approves/disapproves leaves for IHA staff. Provides advices or instructions on both work and administrative matters; recommends personnel actions to the supervisor, such as promotions, reassignments, appointments, terminations, awards, and discipline; and supports and promotes the Equal Employment Opportunity Program goals and objectives. Adjusts work schedules to meet planned and unforeseen requirements. Provides on-the-job training to new employees. Monitors and ensures training certificates are current. Recommends/approves trainings necessary for the employees. 2. Front Desk Operations: Assists with front office operations, reservations and guest service activity for the MVI (Mountain View Inn). Ensures that distinguished visitors and high-ranking military and civilian guests are afforded the appropriate accommodations and services. Processes the reservations of distinguished guests and groups from different offices. Ensures that room blockings, billing and other special requirements are accurate and accommodated to maximize revenue. Interacts with guests on a regular basis to obtain feedback on the quality of product, service levels and satisfaction results and reports to the manager. Discusses any issue with the manager and develop the way to improve the level of services. Manages guest problems and complaints effectively. Reviews night audit reports, Daily Activity Report and compile daily, weekly and monthly utilization data. Forwards completed reports in a timely manner. Performs all duties at the front desk as necessary.		

3. Financial Management:

Counts and verifies cash count and acts as the Petty Cash Fund custodian. Ensures adequate measures are used to protect cash in accordance with an appropriate procedure and regulations. Collects the income and prepares the report for vending machines and slot machines. Assists the Lodging Manager to prepare monthly variance analysis and mid-year review. Maintains official operating records for internal control's review and audit. Responsible for maintaining cash change fund and completing a variety of daily cash handling reporting functions.

4. Supply and Facility Maintenance:

Inspects the facility for irregularities of plumbing, fixtures, electrical hazards, and proper cleanliness and adequate supplies, and other deficiencies, ensuring that satisfactory service is furnished, and sanitary and safety and other regulations are adhered. Advises manager on development or improvement of internal operation procedure. Coordinates with supply technician for MCCS property and equipment, maintenance, and repair of equipment, and preparation of quarterly consolidated memorandum receipts (CMR) reports. Prepares work requests, maintains log of requests, orders supplies, and forecasts monthly usage requirements.

5. Other duties:

May perform as the Typhoon Duty Personnel when assigned. This duty requires the incumbent to stay at the Mountain View Inn beginning at Typhoon condition 1 C and ending when released by the supervisor. Performs all other related duties as assigned. (This position may require the incumbent to lift and carry objects up to 45 lbs)

Qualification / Licensing Requirements 必要な免許資格等 :

1. Must have customer service experience. (Hotel experience is preferred).
2. Ability to effectively deal with customer.
3. Must have leadership skills to lead/supervise subordinate workers.
4. Ability to communicate with customers including high-ranking military in English. (LPL-2 equivalent)
5. Ability to access, read, and accurately input information using computer system.
6. Able to work any shifts and during typhoon.
7. Knowledge of basic cash handling techniques.

Work Schedule 勤務スケジュール:

Ability to work by shift days and nights.

Mountain View Inn hours are from 0600-2300 and the schedule can be anytime during these hours 7 days a week 24 hours. However, the Billet manager may be called upon in an emergency, such as inclement weather or guest lock-out 7 days a week 24 hours.

Required documents :

1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire 12300/1
2. Copies of certifications.

1. 軍指定履歴書MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire 12300/1
2. 所有資格証明書のコピー

How to apply/応募方法:

Submit the completed package to/履歴書提出先メールアドレス: FUJI_JN_STAFFING@usmc.mil



Application form/応募用紙:

MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire 12300/1 is available at link below or QR code. 応募用紙は以下のリンク またはQRコードからダウンロード可。

<https://www.mcipac.marines.mil/Portals/28/JN%20App%20Form%20and%20Questionnaire.pdf>

We are encouraging applicants to submit the application packages through an email to the email address above.

MLC / IHA求人募集に応募される方は上記のメールアドレスへ eメールにて履歴書を添付送信提出していただくよう、ご協力をお願い致します。

- Important Notice about the e-mail submission. eメールにて履歴書を提出する際の大切なお知らせ
 - e-mail subject must contain “**Job Title**” and “**Announcement #**”
Subject件名には、必ず職種名と募集広告番号を明記してください
 - Submission is limited to 3 PDF files including resume and attachments.
添付書類はPDF（3個以内）で提出お願いします。

The paper based printed application packages are accepted at Room 122, Bldg#140, Civilian Labor Affairs Office at Camp Fuji. 印刷した履歴書提出の場合は CLAO人事事務所（キャンプ富士、建物番号140、122号室）にて受け付けいたします

- Submit ONLY applicable documents listed in the announcement along with your application.
募集要項に記載の必要書類のみご提出ください
- Deadline: Application with required documents must be submitted to CLAO, no-later-than 16:30 of the announcement closing date. Incomplete applications will not be processed.
締切日：履歴書は締切日の16：30までにCLAOに提出して下さい。不備のある書類は受付できません
- Applications are subject to screening prior to referrals. Only individuals selected for an interview will be contacted. Submitted application package will not be returned. It will be appropriately disposed, after the vacancy is filled.
書類先行の上、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。空席が埋まり次第書類は適切に処分いたします。
- For more information, call Okinawa CHRO at 645-3370 / 098-970-3370, or email: FUJI_JN_STAFFING@usmc.mil
お問い合わせは沖縄海兵隊人事部-CLAO人事（軍電645-3370 電話098-970-3370）または、上記Eメールアドレスまでご連絡ください。

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	400 ~ 549	65 ~ 74	430 ~ 459	120 ~ 139	40 ~ 49	475 ~ 559	Pre-2nd

初歩的な能力を要する							
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.