

MLC/IHA Position Vacancy Announcement



Vacancy Announcement/求人広告

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

Application forms 履歴書用紙：

MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire

Forms may be found at the link below or QR code.

求人案内、履歴書は下記リンクまたはQRコードからダウンロードできます

<https://www.mcipac.marines.mil/Staff-and-Sections/Principal-Staff/Civilian-Human-Resources-Office/JN/JN-Staffing/>



Application Form/履歴書

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。

Important Notice with Email submission メール提出についての注意点

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。

We will send **acknowledge** receipt when we received your resume. If you did not receive our acknowledgement, please contact us at 645-3370/098-970-3370.

履歴書受取後、受領メールを返信致します。返信メールが届かない場合は 645-3370/098-970-3370 までご連絡下さい。

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.

RE-ANNOUNCEMENT

Announcement No. 97-25R		
PWO #: 144	Position: Cash Accounting Clerk #0036, BWT-1, Grade-3	
IHA F/T, Limited Term NTE: 31-Mar-2026	Number of position(s): 1	Location: MCAS Futenma
Organization: MCB Camp Butler, MCCS Division, Business Ops, Food and Beverage, Futenma Habu Pit		
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) 3 Sep 25
Task List: Individual filling this position functions as an Activity Cashier, Cash Accounting Clerk, adhering to proper cash handling procedures as all times. Specific duties also include those of an administrative nature, as pertain to cashier operations. Completes DAR paperwork on a daily basis. Responsible for accounting paperwork and reports including Gift Certificate Logs, Tamper Proof Bag Logs, Deposit Slips, Daily Sales. Reconciles the daily sales and cash amount. In case of discrepancy, the incumbent searches the cause, liaising with management where necessary to resolve (i.e. variance reports & void reports). Prepares deposits, closing account paperwork each day and management of Cash Cage. Uses Credit Line Manager and HSI Profit Series to produce daily reports, batch credit card transactions and submit all accounting data as required by AMO. Responsible for creating and issuing cashier drawers during shift and follows proper procedure for maintaining cashier logs. Receives appropriate form of payment (cash, check, credit card) from patrons and operates appropriate Point of Sales (POS) equipment such as electronic cash registers, computerized cash registers, check verification equipment, and calculators/adding machines. Provides facility and local information to patrons as well as communicates appropriate answers to questions regarding hours of operation, check cashing, gift certificates, credit card usage, returned check redemption, on-account payments to MCCS, membership benefits, posting to customer accounts, computation of discounts, processing coupons, etc. Counts and verifies cash at time of issue and/or turn-in of activity bank, and as necessary, establishes activity banks to appropriate levels, as determined by management. Conducts and/or participates in Cash Counts of activity banks. Conducts Yen/Dollar conversion/re-conversion operation, along with appropriate documentation. Assists with dining room, preparation for lunch, set up and tear down of events during scheduled hours. Replenishes utensils, refills water glasses and is alert to patron spills or other special needs. Concludes dining experience by acknowledging choice of club and inviting patrons to return. Ensures general housekeeping and cleanliness of work area at all times. Receives visitors or telephone calls, distribute mail, and maintains files. Assists customers and communicates positively in a friendly manner. Takes action to solve problems quickly. Alerts the higher level supervisor or proper point of contact for help when problems arise. Other duties as assigned.		
Qualification Requirements 資格条件 1) Knowledge of basic cash handling procedures, be familiar with currency (US dollar and JPN yen), and be able to operate a cash register. 2) Ability to speak and read English at a minimum proficiency (LPL 1). 3) EPOS or Cashier experience is preferred. Other Requirements: 4) Ability to work at various shift schedule including night and weekend. 5) Ability to stand prolonged hours. 6) The position is occasionally required to lift heavy item up to 25 lb.(11kg) without assistance.		
Work Schedule: (5 days, 40 hours a week) 06:00-15:00, 07:00-16:00, 08:00-17:00, 12:00-21:00, 12:30-21:30		
Required documents/提出書類: 1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire: 履歴書&質問票 2. Copy of English Proficiency Test: 英語の語学能力を証明する書類のコピー 注: 以上の資格証のみを提出してください		