



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



Date: 27 Dec 2023

## CAMP FUJI - MLC POSITION VACANCY ANNOUNCEMENT

<b>Announcement No. :</b> <b>006-23</b>		
<b>PWO #:</b> FUJI-23-PWO-032	<b>Position title :</b> <b>Administrative Specialist</b> MLC #009/010, BWT-1, Grade-4/5, LPL-3	
<b>Type:</b> Permanent	<b>No. of position:</b> 1	<b>Location:</b> CATC Camp Fuji
<b>Organization:</b> Facilities Maintenance Department, CATC Camp Fuji, MCIPAC		
<b>Open to:</b> Current MLC / IHA employees within commuting area of Camp Fuji, or to those willing to relocate at their own expenses.		<b>Closing date:</b> Open until filled. 1 <sup>st</sup> cut off: 11 Jan 24 2 <sup>nd</sup> cut off: 25 Jan 24
<p><b>Summary of Duties:</b> The incumbent assists the Facilities Management Officer (FMO), Engineer Contracting Manager and FMD personnel as a database analyst/construction scheduler in managing all sorts of data the FMD deals with. Performs and updates the record keeping of the Fund Status Report from GF for various projects. Assists the Shop Foreman and the Maintenance Chief in serving as the trouble desk clerk and generates Emergency/Service Tickets and Recurring Inspection Schedule by shop.</p> <p>Serves as an assistant to the FMO and Engineer Contracting Manager with sole responsibility for the administrative functions of the department. Maintains the manhours and financial records for the department. Manages computerized databases, entering raw data on manhours, material, costs, contractors' costs, work status, etc. and reporting that data back to management in a variety of formats, and performs staffing study and various management analysis for the department, to include productivity analysis by shop, individual shop personnel, or Work Request trend searching, etc. Maintains time and attendance record for the department personnel. Prepares all sections correspondence, in English and Japanese, including executive correspondence as well as Navy Message and other communication requiring strict format and style. 50%</p> <p>Serves as the trouble desk clerk in Repair and Utilities operations and is responsible for responding to complaints and requests for repair and maintenance of an emergency nature on buildings, equipment and utilities received from such "customers" as house occupants, housing managers, office users, and maintenance personnel. Discusses problems with requester to learn nature of service required and such other data as location, requesters' name and telephone number and prepares memo job orders and issues to appropriate standby maintenance and repair personnel, giving information, general instructions and expeditiously dispatching them to work site. Discusses work in progress with requester, as required; transmits requesters' desires to assigned personnel. Forwards work which is beyond standby personnel capability to each shop or section supervisor. 30%</p> <p>Acts as an interpreter/translator for the department in dealing with contractors, local Government officials and representatives of the Japanese Defense Facilities Administration. Translates notices and information to Japanese employees in the department. Interprets for preemployment interviews with Japanese nationals. Translates incoming correspondence from Japanese to English and outgoing correspondence from English to Japanese. 15%</p> <p>Performs other related or incidental duties as assigned. 5%</p>		

## Qualification / Licensing Requirements:

- (1) Three (3) years of administrative experience.
- (2) Must be able to communicate verbally/written at LPL-3 or equivalent.
- (3) Must have PC skills (Microsoft Word, Excel, PowerPoint, etc.,).
- (4) Must have a driver's license (AT acceptable).
- (5) Communication skill to work as a team.

**Work Schedule:** Mon-Sun, 5 days 40 hours a week with 45 minutes recess.

## Required documents :

1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire 12300/1
2. Copies of certifications.
3. For non-Japanese citizen applicant, copy of Residence Card (front & back) and Passport.

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
3. 外国籍の方は在留カードとパスポートコピーを提出

## How to apply:

We are encouraging applicants to submit the application packages through an email from your personal e-mail address. The paper based printed application packages are accepted at Room 122, Bldg#140, Civilian Labor Affairs Office at Camp Fuji.

Application form: MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire 12300/1 is available at link below.

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

To download: pull down the "JN Staffing menu," and select "Supporting Documents," and click "JN Application Form and Questionnaire" to download.

Submit the completed package to: [FUJI\\_JN\\_STAFFING@usmc.mil](mailto:FUJI_JN_STAFFING@usmc.mil)

- Submit ONLY applicable documents listed in the announcement along with your application.
- 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.
- 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.
- For more information, call Okinawa CHRO at 645-3370 / 098-970-3370, or email: [FUJI\\_JN\\_STAFFING@usmc.mil](mailto:FUJI_JN_STAFFING@usmc.mil) Be sure to provide your name, position, and which base you currently work at, upon inquiry.
- Important Notice about the e-mail submission.

e-mail subject must contain "**Job Title**" and "**Announcement #**" Submission is limited to 3 PDF files including resume and attachments.

応募方法 :

提出先 :

海兵隊MLC / IHA求人募集に応募される方は、履歴書を個人のメールアドレスより、以下のメールアドレスへ、eメールにて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。

[FUJI\\_JN\\_STAFFING@usmc.mil](mailto:FUJI_JN_STAFFING@usmc.mil)

プリントアウトした書面による応募は、キャンプ富士、建物140、122号室、CLAO人事事務所で受け付けます。

応募用紙：

MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire 12300/1 は、以下のリンクからダウンロード可。

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

ダウンロード方法：“JN Staffing menu”のプルダウンメニューより“Supporting Documents”を選択し、“JN Application Form and Questionnaire”をクリックし、ダウンロードします。

その他注意事項：

eメールにて送信する際、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。

添付書類はPDF（3 ファイル以内）で提出お願いします。

不備のある書類は受け付けません。書類選考の上、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致しません。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、[FUJI\\_JN\\_STAFFING@usmc.mil](mailto:FUJI_JN_STAFFING@usmc.mil)まで、ご連絡ください。

お問い合わせの際には、必ず、お名前、現在の職種名、職場を、お知らせください。

## ENGLISH LANGUAGE PROFICIENCY LEVEL (LPL)

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	Not Applicable	600 ~	250 ~	100 ~	Not Applicable	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

Note : 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.