

沖繩基地空席広報

VACANCY ANNOUNCEMENT

広報番号 : Announcement No.	OKI-CFAO-036-16
募集締切日: Closing Date	27-JUN-16
発行日: Date of Issue	16-JUN-16

<p>1.職種名 Job title (等級 Grade <u>4</u> / 語学等級 LD <u>2</u>)</p> <p style="text-align: center;">Charge of Quarters Clerk, #308 (当直事務職)</p> <p style="text-align: center;">Acceptable trainee level (採用可能見習い等級): N/A</p> <p><input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安系 <input type="checkbox"/> 医療系 Administrative Blue Collar Trade Security Medical</p>	<p>募集人数 No. of Recruitment</p> <p style="text-align: center;">1 名</p>	<p>4.募集範囲 Area of Consideration</p> <p>I. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity</p> <p>II. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance</p> <p>III. <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide</p> <p>IV. <input type="checkbox"/> 外部 Off Base Applicant</p>
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<p>2.部隊 Activity Commander U.S. Fleet Activities, Okinawa Navy Gateway Inns & Suites Department</p> <p>勤務場所 Working Place: Kadena Air Base</p> <p>3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww)</p> <p>勤務日 Work Days: Sun-Sat, Including Holidays 勤務時間・休憩 Work Hours/Recess Period: 0700-1600/Recess: 1100-1200 1100-2000/Recess: 1500-1600 1500-2400/Recess: 1900-2000 2300-0800/Recess: 0300-0400</p> <p><input checked="" type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel</p>	<p>5.雇用の種類 Type of Employment</p> <p><input type="checkbox"/> MLC</p> <p><input checked="" type="checkbox"/> IHA <input checked="" type="checkbox"/> HPT 1,100yen/hour</p> <p><input type="checkbox"/> 常用 Permanent</p> <p><input type="checkbox"/> 限定 Limited Term (<u> </u>ヵ月 Months)</p>
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6.職務内容 Duties
Working independently, serve as the day and night-time charges of quarters clerk. Receives incoming telephone calls, reservation requests, massages, and inquires. Check in personnel desiring billeting, reads and interprets orders to determine the type of service charges to apply. Stamps orders for availability of quarters and messing. Checks out personnel from rooms, collects service charges and room keys. Maintains a central locator file for personnel residing in the BH. Update reservation and resident computer status. Provides information concerning availability of recreation, shopping, dining, facilities, local hotels (for overflow berthing), and local attractions. Prepares various daily /shift reports. Make all reservations for requesting commands. Coordinate billeting arrangements with order billeting activities on Okinawa as determined necessary (i.e., Marine Corps Bases, Air Forces, and Army Billeting). Assists in prioritization of billeting requests and key assignments. Report maintenance problems to Air Force Zone Maintenance or Public Works Department and to the BH Maintenance Coordinator. Verify that the reporting and follow-up status of all trouble calls is complete. Performs other incidental duties as assigned.

- 7.資格要件/身体条件 Qualification/Physical Requirements**
- One year of clerical, technical, or administrative work experience in any field OR completion of 4-years college/university in any field.
 - Knowledge of customer service concepts and practices.
 - Knowledge of international hotel industries concept and practices such as Front Office (check-in/out), Back Office (hotel reservation/telecommunication) or Concierge (general customer support).
 - Skill in operating personal computer such as Microsoft Word, Excel and outlook.
 - Ability to plan, organizes, prioritizes, and work independently.
 - Ability to stand, walk and lift/carry objects up to approximately 30 lbs (14kg).
 - Ability to speak, read and write English at average proficiency level LD-2.

*Handicapped applicants may be accepted, depending on the degree and kind of disability.

英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional
学歴 Educational Background : N/A 免許証/修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8

8.提出するもの Application and Associated Documents	職務状況 Working Condition
<p>*<input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement *<input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience *の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either Application forms are available on the web site: http://www.cnrc.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html <input checked="" type="checkbox"/> 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』 If you have any family/relatives who work at U.S. Navy base/facility in Japan, "Questionnaire on Relatives" <input type="checkbox"/> 運転免許証の写し Copy of Driver's License (AT limited is acceptable) <input type="checkbox"/> 修了証/証明書の写し Copy of Certificate <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 日本国籍以外の方は、在留カード及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Residence Card and Passport/Visa Copy</p>	

9. 応募書類提出先 Office to Submit

Hard copy submission:

書類の提出先は、嘉手納基地内Bldg # 3596 海軍人事課、キャンプフォスター内Bldg # 490 AAFES 人事課、又はキャンプフォスター内Bldg # 495 海兵隊人事課にて受け付けています。 **募集締切日必着。**

Please submit the application to Bldg#3596 Navy SHRO on Kadena AB, Bldg#490 AAFES or Bldg#495 CHRO on Camp Foster. **Applications must be received by the closing date of the Vacancy Announcement.**

Mailing address/郵送先:

FEDEX or KURONEKO YAMATO TRANSPORT:

〒904-0200

CNRJ, CHRO Okinawa Satellite Office

Kadena Air Base

Mizugama Kadena-cho

Okinawa Japan

Bldg#3596

Phone Number: 098-961-6750

フェデックス若しくはクロネコヤマト運輸利用の場合:

〒904-0200

在沖縄米海軍人事課

沖縄県嘉手納町水釜

嘉手納空軍基地

建物番号3596

電話番号: 098-961-6750

NOTE: We are no longer accepting applications via e-mail. 電子メールでの履歴書の受付は終了いたしました。

10. 事務処理欄 For Official Use

募集部隊担当 Activity POC: NGIS Admin Office

軍電 (DSN) 634-7970

PD No.: CFAO-N924KH-002-PT

PD is accurate and current. Certified by Activity MN 6/08/16

HRO: (6/16/16:ky)

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.

提出された応募書類はお返ししません Submitted applications will not be returned.

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国防務令 10450, 9397; 及び 日本法・個人情報の保護に関する法律 (平成15年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記: 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE : Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

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