厚木基地空席広報

VACANCY ANNOUNCEMENT

（Please submit new MLC/IHA application Form from US Navy Yokosuka Web Page.
応募用紙は、米海軍横須賀ホームページ記載の新書式をお使い下さい。）

広報番号 Announcement No.	A-14-035
初回選考締切り日 1st Cut Off Date	2 Jul 2014
募集締切日 Closing Date	Open Until Filled
発行日 Date of Issue	11 Jun 2014

1. 職種名 Job title (等級 Grade 1-4 / 語学等級 LD 2)

Supply Specialist, IHA-257
(補給専門職)

募集人数 No. of Recruitment: **1 名**

低い等級での採用の可能性 Acceptance at Lower Grade: ☒ 無 No ☐ 有 Yes
低位等級 Lower Grade:

☒ 事務系 Administrative ☐ 技能系 Trade & Service ☐ 保安・消防系 Security & Fire ☐ 医療系 Medical

2. 部隊 Activity

Navy Exchange, Atsugi
Food Service Department

勤務場所 Working Place: 綾瀬市厚木基地 Ayase, Atsugi Base

3.勤務時間 Work Schedule (週 40 時間制 hr/wk)

勤務日 Work Days : 5 days/week (2 days off/week)
勤務時間 Work Hours : 8 hours/day between 0800-1800
休憩 Recess: 1 hour

☐ 夜勤 Night Shift ☒ 残業 Overtime ☒ 出張 Business Travel

4. 募集範囲 Area of Consideration

☒ 現 MLC/IHA 従業員（部隊内）
Current MLC/IHA Employee within Activity

☒ 現 MLC/IHA 従業員(通勤圏内)
Current MLC/IHA Employee in commuting distance

☒ 現 MLC/IHA 従業員(全在日米軍)
Current MLC/IHA Employee Japan Wide

☒ 外部 Off Base Applicant

5. 雇用の種類 Type of Employment

☐ MLC

☒ **IHA**

☐ 時間制 HPT

☐ 常用 Permanent

☒ **限定 Limited Term**
(Initially 4 months and may be extended NTE Jun 2015)

*The employment may or may not be extended/renewed or may be terminated prior to the not to exceed date. It will be determined by workload at the time of termination of the employment period and/or progress of work in which the employee is engaged.

6. 職務内容 Duties

See page 3.

7. 資格要件／身体条件 Qualification/Physical Requirements

- One year of any clerical, technical or administrative work experience, OR completion of 4-years college/university in any field.
- Ability to maintain records, controls inventory and research replenishment.
- Skill in operating a personal computer system such as MS Word, Excel, Register, NEX system.
- Ability to speak, read and write English and Japanese at average proficiency level (LD-2).

*Non-Japanese applicants: Only those who possess non-restricted work permit (permanent resident, long-term resident, spouse or child of a Japanese national, etc) in Japan will be eligible. Please attach a copy of Residence Card (both front and back sides) and copy of your passport (picture and visa stamp pages) to your application.
*U. S. Citizens are not eligible for IHA (HPT) employment.
*A handicapped applicant may be accepted, depending upon the degree and kind of disability.

英語力 English Language Proficiency : ☐必要なし None ☐初級 Basic ☒中級 Intermediate ☐上級 Advanced ☐特段の能力 Exceptional

学歴 Educational Background : See block #7 | 免許証／修了証 License/Certificate Required : See Block #7

8. 提出するもの Application and Associated Documents

(See next page 次頁参照)

☒ **空席応募用紙** Application for Vacancy Announcement (HROY Form 1)
☒ **専門職務経歴書** Resume of Specialized Work Experience (HROY Form)
***の記入は Complete ＊ in ☐ 日本語で Japanese ☒ 英語で English ☐ どちらでも Either**
ＨＲＯ様式以外を使用する場合は、履歴書に必ず以下の事項を記入して下さい。空席広報番号、氏名、生年月日、電話番号、住所、学歴、応募する広報番号と職種名、職務経歴（会社名、雇用期間、週労働時間、詳しい業務内容や主な業績など）。To be considered for selection, resume must include at least the following information: Announcement number, full name, phone number, address, SOFA status, education backgrounds, work experience (periods of employment, company name, description of major work, weekly hours of work) Any special skills and licenses related to the duties of the position to be filled.
☒ **各免許証・資格証明書・修了証明書のコピー(7 欄要件に該当ある場合)** Copy of license/certificate (if any in block 7 applies).
☒ **英語の能力を証明するものの写し** Certificate of English Proficiency (Copy)
☒ **82 円切手を貼付し、応募者の郵便番号･住所･氏名を書いた返信用封筒** (12cm x 23.5cm)＜選考結果通知用＞
12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.)＜For selection Notice＞
☒ **日本国籍以外の方は、在留カード、パスポート、査証のコピー** For non-Japanese citizen applicants, a copy of Residence Card (both front and back sides) and Passport (picture and visa stamp pages).
☒ **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"

問い合せ先 for Job Inquiries	**提出先** Office to Submit	**事務処理欄** For Official Use
Current USFJ Employee 現従業員問合せ先： 在日米海軍厚木基地人事部/ CNRJ HRO DSN 264-3624 / 3427 / 3425 ☎046-763- 3624 / 3427 / 3425 **Off Base Applicant 外部応募者問合せ先：** 労務管理機構 座間支部 管理課 管理第二係 Zama Branch of Labor Management Organization, Management Section 2 ☎046-251-0667	**Current USFJ Employee 現従業員提出先：** 〒252-1101 神奈川県 綾瀬市 在日米海軍厚木基地人事部 HRO BOX12 Ayase-Shi, Kanagawa-ken 252-1101 CNRJ HRO Box 12 **Off Base Applicant 外部応募者提出先：** 〒252-0011 神奈川県 座間市 相武台 1-46-1 労務管理機構 座間支部 管理課 管理第二係 1-46-1 Soubudai, Zama-shi, Kanagawa-ken 252-1101 Zama Branch of Labor Management Organization Management Section 2	**PDNO:** **NEX-06-025-LT**

＊履歴書及び添付書類は締切日午後三時までに上記住所必着のこと。Send application and attachments to HRO Atsugi SO by 1500 of the Cut Off/Closing date of the announcement.

＊応募時点で規定の雇用資格を満たしていない応募者は選考の対象となりません。Ineligible applicants will not be referred for consideration.

＊提出された応募書類はお返ししません。Submitted applications will not be returned.＊初回選考締切日以降は、一週間毎の締切りとなります。尚、選考決定により上記募集締切日を待たずに締切となることがあります。After 1st Cut Off Date, collection of applications will be cut off weekly. Announcement may close before closing date above due to decision of selection.

＊応募書類の書式は以下の URL よりダウンロードできます。 Forms for application are available for download on our web site
http://www.cnic.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html

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: 米国行政命令 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。

Format revised. 2014-06-04

6.職務内容 Duties

Contracts local vendors by telephone and obtain daily prices of products and various groceries based on the list provided indicating items and quantities needed. Orders same based on the most advantageous and economical prices obtained.

Maintains up-to-date price list of items. Checks extensions of purchases for designated locations and posts data to appropriate logs and ledgers. Verifies balances with computer printout sheets issued periodically.

Process Purchase Order, Merchandise Transfer, Receipts of Goods Received using the ARMS system for locations. Using ARMS system, confirming the on hand or usage of variety of food items. Maintains files of Receipts of Goods Received, Merchandise Transfer, price change bulletins as well as other files relating to the office functions. As instructed, compiles periodic and special reports based on records maintained and/or data collected. Prepare merchandise transfer (MT's) on a regular basis to meet the need of all the food service locations. Insure maintenance of supply based on appropriate sales ratios. Receives delivery tickets and invoices and assign the correct purchase order prior to processing a manual or mechanized RGR.

Maintain in current status Stock Control Records for the Food Service Department. Posts withdrawals from warehouse by merchandise transfers; posts receipts of Good Received (RGRs) as well as goods returned to warehouse from locations. Posts retail price changes and notifies all locations of such changes. Insure maintenance of adequate stock levels by computing appropriate stock sales ratios based on established procedures and posts to cards. As required, assist in taking inventory.

Conduct monthly check to insure agreement between warehouse book; inventory balances and actual physical inventory; posts information in appropriate record book.

Types variety of correspondence and reports in connection with food service operations. Prepare monthly USDA reports for school. Also, month end reports and GPA's for each locations/departments.

Research files in case of discrepancy and coordinates with accounting and warehouse to resolve problems.

Perform other related duties such as file maintenance of all important documents and paper works, answer phone calls, and ensure confirming of all food service operations in the absence of the food service manager or supervisors.