

<h1>厚木基地空席広報</h1> <h2>VACANCY ANNOUNCEMENT</h2> <p>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。  <a href="http://www.cnrc.navy.mil/regions/cnri/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html">http://www.cnrc.navy.mil/regions/cnri/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html</a></p>		広報番号 Announcement No.	A-16-057
		初回選考締切り日 1 <sup>st</sup> Cut Off Date	28 Sep 2016
		募集締切日 Closing Date	Open Until Filled
		発行日 Date of Issue	07 Sep 2016
1. 職種名 Job title ( 等級 Grade 1-3 / 語学等級 LD N/A )	募集人数 No. of Recruitment	4. 募集範囲 Area of Consideration	
<b>Customer Services Clerk, IHA-373</b> <b>(顧客サービス係)</b>	<b>1 名</b>	<input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity  <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance  <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide  <input checked="" type="checkbox"/> 外部 Off Base Applicant	
低い等級での採用の可能性 Acceptance at Lower Grade	<input checked="" type="checkbox"/> 無 No <input type="checkbox"/> 有 Yes 低位等級 Lower Grade:		
<input checked="" type="checkbox"/> 事務系 Administrative	<input type="checkbox"/> 技能系 Trade & Service	<input type="checkbox"/> 保安・消防系 Security & Fire	<input type="checkbox"/> 医療系 Medical
2. 部隊 Activity	5. 雇用の種類 Type of Employment		
Navy Exchange, Atsugi Retail Department Main Store - Customer Service	<input type="checkbox"/> MLC <input checked="" type="checkbox"/> IHA <input checked="" type="checkbox"/> 時間制 HPT <input type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (NTE: )		
勤務場所 Working Place: 綾瀬市厚木基地 Ayase, Atsugi Base			
3. 勤務時間 Work Schedule ( 週 25 時間制 hr/wk )			
勤務日 Work Days: 5 days/week 勤務時間 Work Hours: 5 hours/day between 0800-2100			
<input type="checkbox"/> 夜勤 Night Shift	<input checked="" type="checkbox"/> 残業 Overtime	<input type="checkbox"/> 出張 Business Travel	
6. 職務内容 Duties			
<p>Performs all types of cash register transactions (cash, credit, check, gift cards, coupons, etc) and back office function in an accurate and correct manner. Completes paperwork associated with merchandise/ inventory movement, using the knowledge in NEX Ritcher/ SIM Merchandising System functions and operation. Responsible for resolving customer complaints, contacting supervisor/ manager to resolve the issue as soon as possible.</p> <p>Upon request of customers, initiates the “special order” of retail merchandise not formally stocked at Navy Exchange. Follows up with SPO Team to ensure receipt of order and timely delivery. Keeps customers informed of order status, advises customer upon receipt of merchandise and coordinates delivery, if necessary. Conducts SPO report and reconciles at end of each accounting month.</p> <p>Carries out and understands “Satisfaction Guaranteed” policy and accepts refund or make an equitable price adjustment when our merchandise does not live up to customers expectations. Able to adheres to different return.</p>			

## 6. 職務内容 Duties (Cont'd)

Carries out and understands our Layaway Policy. Provides layaway services which include identifying items to be laid away as well as determining, in accordance with prescribed policies and procedures, the amount of deposit required and schedule of payments. Makes necessary transactions on both POS register and ARMS system. Cancels layaways, refunds monies and returns merchandise to sales area when payment are not made. For Home Layaway Program, takes customer application forms along with necessary documentations and determines the eligibility of each patron and enters the patron's information in the system.

Takes orders in connection with the repair of items such as electronics and jewelry. As necessary, provides assistance to customers on product warranty and related issues.

Accepts rent/ utility bill payments for those who uses off-base housing. Maintains appropriate records and logs and reconciles at COB, forwards the necessary paperwork to Yokosuka Accounting Office and Shonan Shinkin Bank daily. Accepts Star Card applications and process it by placing calls to AAFES Star Card. Responsible for issuing temporary card to the patrons. Accepts Srat Card payments by using POS register and EAC machine, maintains necessary logs/ files and reconciles at close of business.

Maintains lunch tickets and number control logs for documentation. Uses Back Office Function on POS register for each lunch ticket sold. Responsible for accepting checks from authorized patrons in their temporary need of cash by cashing. Responsible for accepting cash when their personal check is dishonored. Enters the necessary information on Back Office Menu, forwards the paperwork to our Audit Group in San Diego for processing.

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

- One year of general work experience, OR completion of 2- years junior college/2-years of technical school or 4-year degree in any field.
- Ability to speak, read and write English at average proficiency level (LD-2).
- Ability to prepare and maintain records to use cash registers, and make mathematical computations.
- Ability to speak effectively and courteously communicates with the public in English and Japanese.
- Technical knowledge of Customer Service duties such as Layaway, Special Order and familiar with NEX system.

**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 to your application.

- U. S. Citizens are not eligible for IHA 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

- \*  **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**
  
- 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"**

問い合わせ先 for Job Inquiries	提出先 Submit to	事務処理欄 For Official Use
<p><b>Current USFJ Employee</b> <b>現従業員 問合せ先 :</b></p> <p>在日米海軍厚木基地人事部 CNRJ HRO</p> <p>DSN 264-3624 / 3427 / 3425 ☎046-763- 3624 / 3427 / 3425</p>	<p><b>Current USFJ Employee</b> <b>現従業員 提出先 :</b></p> <p>〒252-1101 神奈川県 綾瀬市 在日米海軍厚木基地人事部 HRO BOX12</p> <p>Ayase-Shi, Kanagawa-ken CNRJ HRO Box 12 〒252-1101</p>	<p><b>PDN:</b> NEX-03-025-PT</p>
<p><b>Off Base Applicant</b> <b>外部応募者 問合せ先 :</b></p> <p>労務管理機構 座間支部 管理課 管理第二係</p> <p>Zama Branch of Labor Management Organization, Management Section 2 ☎046-251-0667</p>	<p><b>Off Base Applicant</b> <b>外部応募者 提出先 :</b></p> <p>〒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</p> <p>1-46-1, Soubudai, Zama-shi, Kanagawa-ken Zama Branch of Labor Management Organization Management Section 2 〒252-1101</p>	

\* 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 above address 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、又は書類不備の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、選考決定により締切となることがあります。After 1<sup>st</sup> Cut Off Date, announcement may close 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.cnrc.navy.mil/regions/cnrj/om/human\\_resources/MLC\\_IHA\\_HPT\\_Jobs/JN\\_Forms.html](http://www.cnrc.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html)

**\*\*時給制臨時雇用従業員 (HPT) 雇用について\*\***  
**\*\*HPT-Hourly Pay Temporary (HPT) Employment\*\***

契約期間： 1年を越えない期間（その後更新される事もある）

Duration of Employment: Not to exceed 1 year. (Subsequent appointment after a break in service may be effected.)

交通費支給。Commutation allowance will be paid.

勤務時間が週30時間（2016年10月1日からは20時間）以上の場合は雇用保険・健康保険・厚生年金の加入が義務づけられています。Employees whose weekly work hours are 30 hours (20 hours starting on 1 October 2016) or more must be covered by Employment Insurance, Health Insurance and Pension plan.

勤務場所・勤務時間・休日などは、業務の都合で変更になる可能性があります。

Work place, hour, and rest day may be changed due to operational requirements.

**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。

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