

横須賀基地空席広報

VACANCY ANNOUNCEMENT

広報番号 : Announcement No.	CFA Y-FR-HPT-32-15
募集締切日: Closing Date	24 Sep 15 1 st cut-off: 13 Aug 15 2 nd cut-off: 3 Sep 15
発行日: Date of Issue	24 Jul 15

<p>1.職種名 Job title (等級 Grade <u>3</u> / 語学等級 LD <u>N/A</u>)</p> <p style="text-align: center;">Sales Checker #241 (セールス・チェッカー)</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;">2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 checked="" type="checkbox"/> 外部 Off Base Applicant</p>
<p>2.部隊 Activity</p> <p>Commander Fleet Activities, Yokosuka Fleet Readiness Department, Club Operations Division CPO Club (CPO クラブ)</p> <p>勤務場所 Working Place: 横須賀市泊町 Tomari-cho, Yokosuka</p>		<p>5.雇用の種類 Type of Employment</p> <p><input type="checkbox"/> MLC <input checked="" type="checkbox"/> HPT</p> <p><input type="checkbox"/> 常用 Permanent 時給 ¥970</p> <p><input type="checkbox"/> 限定 Limited Term (___ヵ月 Months)</p>
<p>3.勤務時間 Work Schedule (週 <u>30-39</u> 時間制 hrww)</p> <p>勤務日/Work Days: Various shift between 09:00-24:00 including weekends & holidays. (09:00-24:00 内の週末祝日を含む各種シフト制)</p> <p>勤務時間/Work Hours: Various work hours/Rotation Shift/Irregular Schedule. (ローテーションシフト制、不規則勤務あり)</p> <p>休憩/Recess: 1 hour recess per day when working 6 hours or more, no recess when working less than 6 hours. (勤務時間が6時間以上の日は1時間、6時間未満は休憩なし)</p> <p><input checked="" type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel</p>		<p style="text-align: center;">午後 10 時から翌朝 5 時まで 夜勤給(25% 割増)</p>
<p>6.職務内容 Duties</p> <p>Collects and issues money bags, cash funds, and sub-custody receipts from Sales Associates/Cashiers; maintains log record of movement of money bags and cash funds issued. Prepares bank deposits of cash receipts and makes change funds for cash registers. Prepares Daily Activity Reports, ensures that the form is properly filled out and forwards to central cashier promptly. Notifies supervisor of any suspected irregularities. Cashes personal checks, government checks, traveler's checks, and money orders for authorized patrons, assuring that proper identification is provided. Checks names against "bad check" list and/or social security number before processing the payment of personal checks ensuring all information required on check are legible and correct. Verifies coins from slots and changes monies, maintains logbook of coin drop and prepares slot machine income report. Perform other related duties as required.</p>		
<p>7.資格要件/身体条件 Qualification/Physical Requirements</p> <p>a. One year of general work experience, OR completion of 2-year junior college/2-year of technical school or 4-year degree in any field.</p> <p>b. Knowledge of customer service concepts and practices.</p> <p>c. Ability to operate a cash register, count cash and accurately make change in U.S. currencies.</p> <p>d. Ability to make mathematical computations and operate a 10 key calculator.</p> <p>e. Ability to prepare and maintain detailed records such as sales records, etc.</p> <p>f. Ability to speak, read and write English at elementary proficiency level.</p> <p>*Handicapped applicants may be accepted, depending on the degree and kind of disability.</p>		
<p>英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input checked="" type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional</p>		
<p>学歴 Educational Background : 7/8 欄参照 See blocks 7 & 8</p>	<p>免許証/修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8</p>	

****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20時間以上の場合は雇用保険の加入、週30時間以上健康保険・厚生年金の加入が義務づけられています。 Employees whose weekly work hours are 20 hours or more must be covered by Employment Insurance. Employees whose weekly work hours are 30 hours or more must be covered by 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。