

# 横須賀基地空席広報

## VACANCY ANNOUNCEMENT

広報番号：

Announcement No.

NEX-605-16

募集締切日：

Closing Date

4 Jan 16

1<sup>st</sup> cut-off: 16 Nov 152<sup>nd</sup> cut-off: 7 Dec 15

発行日：

Date of Issue

27 Oct 15

1. 職種名 Job title ( 等級 Grade 3 / 語学等級 LD 2 )

Hotel Desk Clerk, #156

ホテル事務職

 事務系  技能系  保安系  医療系  
Administrative Blue Collar Trade Security Medical募集人数  
No. of  
Recruitment

1名

4. 募集範囲 Area of Consideration

- I.  現 MLC/IHA 従業員 ( 部隊内 )  
Current MLC/IHA Employee within Activity
- II.  現 MLC/IHA 従業員 ( 通勤圏内 )  
Current MLC/IHA Employee in commuting distance
- III.  現 MLC/IHA 従業員 ( 全在日米軍 )  
Current MLC/IHA Employee Japan Wide
- IV.  外部 Off Base Applicant

2. 部隊 Activity

Navy Exchange Yokosuka, Navy Lodge

勤務場所 Working Place: 横須賀市泊町 Tomari-cho, Yokosuka

3. 勤務時間 Work Schedule ( 週 40 時間制 hrww )勤務日 Work Days: 5 days/week, various shifts including weekends  
& holidays, irregular schedule. ( 週 5 日制、  
週末祝日を含む各種シフト制、不規則勤務あり )勤務時間 Work Hours: 8 hours/day, 0700-1545/1100-1945/1415-2300/2245-0730  
( 1 日 8 時間勤務 )

休憩 Recess Period: 45 min/day ( 1 日 45 分 )

 夜勤 Night Shift  残業 Overtime  出張 Business Travel

5. 雇用の種類 Type of Employment

- MLC
- IHA  HPT
- 常用 Permanent
- 限定 Limited Term (   カ月 Months )

6. 職務内容 Duties

Performs work involved in receiving and assisting guests, registering and assigning rooms, collecting fees and maintaining records in a transient hotel. Typical duties include: (1) checks credentials of incoming guest; (2) assigns rooms based on preference of guest, rank, availability, etc.; (3) prepares or assists guest in preparing registration card; (4) provides information concerning rates, maid service, and availability of recreational or shopping facilities; (5) arranges for personal valet-type services; (6) may operate a telephone service, taking and placing calls; (7) computes and may operate a telephone service, and (8) maintains operating records. Performs other related or incidental duties as assigned.

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

- 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.
- b. Knowledge of customer service concepts and practices.
- c. Skill in operating personal computer with Microsoft Excel, Word, etc.
- d. Ability to make mathematical calculation, handle cash, check, credit card, and maintain records.
- e. Ability to operate a telephone service, taking and placing calls for guests.
- f. 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 :  必要なし None  初級 Basic  中級 Intermediate  上級 Advanced  特段の能力 Exceptional

学歴 Educational Background : 7/8 欄参照 See blocks 7 &amp; 8

免許証 / 修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 &amp; 8



## **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。