

横須賀基地空席広報

VACANCY ANNOUNCEMENT

広報番号 : Announcement No.	NEX-639-16
募集締切日: Closing Date	24 Feb 16
発行日: Date of Issue	4 Feb 16

1.職種名 Job title (等級 Grade <u>3</u> / 語学等級 LD <u>1</u>) <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>		募集人数 No. of Recruitment <p style="text-align: center;">1 名</p>	4.募集範囲 Area of Consideration I. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(部隊内) Current MLC/IHA Employee within Activity II. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance III. <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide IV. <input checked="" type="checkbox"/> 外部 Off Base Applicant
2.部隊 Activity Navy Exchange, Yokosuka Retail Division, NEX Depot 勤務場所 Working Place: 横須賀市泊町 Tomari-cho, Yokosuka		5.雇用の種類 Type of Employment <input type="checkbox"/> MLC <input type="checkbox"/> HPT <input checked="" type="checkbox"/> IHA <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (__ ヵ月 Months)	
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) 勤務日 Work Days: 5 days/week 勤務時間 Work Hours: 0800-1645/1230-2115 休憩 Recess Period: 45 min/day <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 Checks purchases of customers for price, indicates the section from which purchased, totals purchases on register, receives cash from customer and makes change. Receives a cash fund for the register and turns in an equal amount plus all monies received during the day. Totals sales on tape and checks against cash on hand. Assists in the restocking of shelves and in the periodic inventories. Operates ordinary vehicle or truck of 3 ton Gross Vehicle Weight to pick up/deliver merchandise from warehouse to US ships and stores for urgent requirement. Performs other related or incidental duties as assigned.			
7.資格要件 / 身体条件 Qualification/Physical Requirements a. Must have GOJ ordinary vehicle driver's license (A/T limited is acceptable). b. 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. c. Knowledge of customer service concepts and practices. d. Skill in operating automated software such as SIM, COES, Discoverer, and etc. e. Skill in operating personal computer applications such as MS Excel and Word. f. Skill in operating ordinary vehicle or truck up to 3 ton GVW. g. Ability to communicate effectively and courteously with all levels of personnel. h. Ability to operate a cash register, count cash and accurately make change. i. Ability to make mathematical computations and operate a 10 key calculator. j. Ability to speak, read, and write English at elementary proficiency level. (LD-1)			
* 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 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			
学歴 Educational Background : N/A		免許証 / 修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 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。