

横須賀基地空席広報

VACANCY ANNOUNCEMENT

広報番号 : Announcement No.	NEX-HPT-610-17
募集締切日: Closing Date	15 Feb 17 1st Cut-off: 4 Jan 17 2nd Cut-off: 25 Jan 17
発行日: Date of Issue	9 Dec 16

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

Storekeeping Clerk #255 (倉庫事務職)

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, Japan
New Sanno Hotel Exchange Store

勤務場所 Working Place: 東京都港区南麻布 Minamiazabu, Minato-ku, Tokyo

3. 勤務時間 Work Schedule (週 25 時間制 hrww)

勤務日 Work Days: 5 days/week

勤務時間・休憩 Work Hours & Recess Period:

1100-1500, 4 hours/day x 2

1000-1500, 5 hours/day x 1

1000-1700, 6 hours/day x 2 (including 60 min recess)

夜勤 Night Shift 残業 Overtime 出張 Business Travel

5. 雇用の種類 Type of Employment

- MLC HPT
 IHA HPT
990 yen/hour
(1,030 yen/hour from 1 Jan 17)
 常用 Permanent
 限定 Limited Term (カ月 Months)

6. 職務内容 Duties

Performs clerical and manual work involved in physical receipt, storage, custody, issue, shipment, replenishment and maintenance of records for supplies materials and equipment. Stocks and displays merchandise according to size and assortment. Tags merchandise with appropriate retail price, process price changes. Assists in bagging customers' purchases. Performs basic housekeeping duties to maintain work areas in a neat and orderly condition. Performs other related or incidental duties as assigned.

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

- 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.
- Knowledge of customer service concepts and practices.
- Skill in operating personal computer such as MS Word and Excel
- Ability to make mathematical computations and operate a 10 key calculator.
- Ability to prepare and maintain detailed records such as store records, etc.
- Ability to speak, read and write English at average proficiency level.

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 & 8

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

8.提出するもの Application and Associated Documents	職務状況 Working Condition	
<p>*<input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement</p> <p>*<input type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience</p> <p>*の記入は Complete * in <input checked="" type="checkbox"/> 英語で English</p> <p><input checked="" type="checkbox"/> 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”</p> <p><input type="checkbox"/> 運転免許証の写し Copy of Driver's License</p> <p><input type="checkbox"/> 修了証/証明書の写し Copy of Certificate</p> <p><input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)</p> <p><input checked="" type="checkbox"/> 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) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.)</p> <p><input checked="" type="checkbox"/> 日本国籍以外の方は、在留カード及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Residence Card and Passport/Visa Copy</p>	<p>Works on holidays/ weekends and irregular schedule if needed.</p>	
<p style="text-align: center;">9. 応募書類提出先 Office to Submit</p> <p>上記必要提出物をお間違いの無い様、郵送/提出して下さい。募集締切日必着。米海軍横須賀基地正門左手前事務所 1 階、日本人空席広報掲示板の下の壁に内部応募者用の「空席応募提出箱」が設置してあります。毎日午前 0600 時より、午後 0600 時までこの箱への応募書類の提出が可能です。 Job Application Drop Box is available for submission of job application documents from 0600 to 1800 daily, which is installed to the wall immediately below the JN Vacancy Announcement Bulletin Board (1st fl.) in the office located on the left side of the main gate to the Yokosuka Navy Base.</p> <p>(注意) 上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員のみの場合、外部(非従業員)からの応募書類は無効となりますのでご注意ください。 When item #4, “Area of Consideration” above shows “Current MLC/IHA employees” only, Off Base applicants will be rated ineligible.</p> <p>提出先 submit to: 〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22 米海軍横須賀基地日本人雇用課 (N132) COMNAVFJORJAPAN, Human Resources Office (HRO) Yokosuka 内線/Extension 243-8152 JN Employment Division (N132)</p>		
<p style="text-align: center;">10. 事務処理欄 For Official Use</p>		
<p>募集部隊担当 Activity POC : NEX Personnel</p>	<p>軍電 (DSN) : 243-5149</p>	
<p>PD No.: NEX-NSHES-012-PT</p>	<p>PD is accurate and current. Certified by Activity: mk</p>	<p>HRO: (rcvd: 10/28) kt 12/7 kt 12/8jo</p>

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
提出された応募書類はお返ししません Submitted applications will not be returned.

****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・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, 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。