

☎ (内線/Extension) 252-3211	MLC/IHA Employment Branch, Bldg# PW47 (受付時間 Customer Service Hours: 0800 – 1600) ☎0956-50-3656/3660 (DSN: 252-3656/3660)	HRO: (rcvd: 10/1) tm 10/9
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外部応募者申込先 Place to Apply for Off-base Applicants

佐世保公共職業安定所 佐世保市稲荷町 2-3-0 電話 : 0956-34-8609
 (受付 0900-1100, 1300-1600 Web Site: <http://www.hellowork.go.jp/>)
 又はオンライン申し込み (駐留軍等労働者労務管理機構 Web Site: <http://www.lmo.go.jp/recruitment/>)
 Sasebo Public Employment Security Office “HELLO WORK”: 2-30 Inari-cho, Sasebo
 Phone: 0956-34-8609 (Service Hour: 0900-1100, 1300-1600 Web Site: <http://www.hellowork.go.jp/>)
 On-line application request is possible. (Web site: <http://www.lmo.go.jp/recruitment/>)

外部応募者申込書類提出先 Place to Submit Applications for Off-base Applicants

独立行政法人 駐留軍等労働者労務管理機構 佐世保支部
 〒 857-0056 佐世保市平瀬町 3-1 (電話 : 0956-23-7191 FAX : 0956-23-9229)
 受付時間 : 午前 9 時～午後 5 時 ; 月曜日～金曜日 (祭日を除く)
 Labor Management Organization, Sasebo Branch: 3-1 Hirase-cho, Sasebo (Phone: 0956-23-7191 FAX : 0956-23-9229)
 Open from 0900 to 1700 hours. Monday through Friday (except Holidays)

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.

募集締切日 16 時(午後 4 時)必着です。Eメールやファックスでの応募書類は受付できません。Applications must be received by the closing date of the Vacancy Announcement by 1600 hours (4:00 PM). Emailed and Faxed applications will not be accepted.

人事部へ応募書類を郵送する場合は書留にしないで下さい。書留で郵送された応募用紙は受理しません。Please do not send applications by registered mail to HRO. Registered mail sent to HRO will not be accepted.

HRO の建物(建物番号 PW-47)1階、正面出入り口を入れて右の壁に 内部応募者用の投函口が設置してあります。投函される場合は応募締め切り日の16時(午後4時)までにしてください。Job applications may be dropped in the designated HR “Drop Box” located on the right side in the first floor, main entrance of the HRO bldg. # PW-47, no later than 1600 hours (4:00 PM) by the closing date.

応募書類の書式は以下の URL よりダウンロードできます。最新の応募用紙を提出してください。Forms for application are available for download on our web site. Please submit update application.

(https://www.cnrc.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_JN_Forms.html)

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。

Production Control Clerk, #159

1. Compiles, maintains and provides various administrative and / or operational statistical reports (workload, work schedule and individual repair progress etc.) within cognizant organization as required by the supervisors using microcomputer ADP equipment.

Incumbent performs work involved in the scheduling of vehicle maintenance or other projects which lend themselves to production control methods. Typical work includes:

a. Schedules projects based on maintenance cycles, breakdowns, availability of parts, priority considerations, work load already in shops, etc.

b. Coordinates such functions as technical inspections, labor and parts estimates, engineered drawings, and requisition of parts, by contacting appropriate personnel to obtain required action

c. Maintains a variety of control records and prepares a variety of documents and status reports such as back log report, deadline report, parts requisitions, materials estimates cost and performance reports, et.

Incumbent serves as an assistant to an operational chief, staff specialist or other technician and performs duties as a specialist in clerical functions in any operational field, e.g., professional, technical, and administrative operations. Work consists of a series of procedural and substantive steps which vary in nature and sequence. Serves as central source of information concerning clerical functions assigned. Work includes the continuing opportunity for independent thinking, without precedents or guides in the planning and development of procedures and work methods. The work requires a good knowledge of the regulations and directives governing the administrative phases of the function to which assigned. Contacts are usually made within the same organization. Controversial elements requiring interpretation of regulatory controls and rendering decision on policy matters are referred to supervisor or appropriate personnel concerned for solution.

2. Maintains and updates files of all work item job order specifications, design and test memorandums and other pertinent reports / documents for ongoing and / or completed ships availabilities.

3. Prepares and submits all required personnel documents (individual time sheets, overtime requests and adjustment, leave requests etc.) within the organizations.

4. Provides secretarial service to the supervisors (answering telephone calls, coordinating visitors, accepting and making appointment for meeting / conferences, typing various documents etc.).

5. Performs other related duties as assigned by the supervisors.