

<h1>横須賀基地空席広報</h1> <h2>VACANCY ANNOUNCEMENT</h2>		広報番号 : Announcement No.	FEC-PWY600-001-05
		募集締切日: Closing Date	24 Oct 04
		発行日: Date of Issue	14 Oct 04
1.職種名 Job title (等級 Grade <u>3</u> / 語学等級 LAD <u>2</u>) Office Automation Clerk #605 オフィスオートメーションクラーク <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		募集人数 No. of Recruitment 1 名	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant
2.部隊 Activity Naval Facilities Engineering Command, Far East Yokosuka Utilities Department Utilities Management Division Financial Management Branch (PWY612) 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 checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> 常用 Permanent <input checked="" type="checkbox"/> 限定 Limited Term (<u>4</u> カ月 Months)
3.勤務時間 Work Schedule (週 40 時間制 hrww) 勤務日 Work Days: Monday - Friday 勤務時間・休憩 Work Hours/Recess Period: 0800 - 1645/1200 - 1245 <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 1. Collects labor hour data from supervisors and enters all the required data for over 190 employees into the Labor Distribution System (LSD) on the computerized net work on a daily basis under the direct supervision of his/her supervisor. Prepares summary of the labor hour record by job order number and verifies the data for accuracy. Makes corrections on the data when required. 2. Reviews overtime, leave requests and verifies the hour by employee. Prepares monthly overtime reports for managers and leave balance reports for employees. Takes corrective actions as appropriate. 3. Receives phone calls from outside customers and refers them to appropriate personnel in the department. Provides other administrative support as required including arrangement of trainings for the department 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 years junior college/ 2-years of technical school or 4-years degree in any field. b. Skill in operating personal computer such as Microsoft Word and Excel. c. Ability to perform general clerical work. d. Ability to speak, read, write in English at average proficiency level (LAD-2). *A handicapped applicant may be accepted, depending upon the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" 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 : N/A	

8.提出するもの Application and Associated Documents		職務状況 Working Condition
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) http://hro.cnfnavy.mil *の記入は英語で Complete in English <input checked="" type="checkbox"/> 英語能力の証明書の写し Copy of English Proficiency Certificate <input checked="" type="checkbox"/> 80 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 an 80-yen stamp (MPS is unacceptable.)		
問い合わせ先 for Job Inquiries	提出先 Office to Submit	事務処理欄 For Official Use
担当部署/担当者名 Office NAVFAC FE, MS132 てがわ/ たなか ☎046-816-7462 / 7275 (内線) 243-7462 / 7275	〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 1 banchi Tomari-cho, Yokosuka, Box 22 米海軍横須賀基地統合人事部雇用課 (HRO) CNFJ, HRO, MLC/IHA Employment Office (Code N132) ☎046-816-8153 (内線/Extension) 243-8153	PD No.: FEC-PWY612-008-LT PD is accurate and current. Certified by Activity mt: HRO at 10/13 jo10/14 sp10/14

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.