

基地空席広報

VACANCY ANNOUNCEMENT

広報番号 : Announcement No.	CFAY-1200-02-05
募集締切日 : Closing Date	28 Oct 04
発行日 : Date of Issue	22 Oct 04

1. 職種名 Job title (等級 Grade 5 語学等級 LAD 3) Administrative Specialist, #10 (管理専門職) 受諾可能な下位等級 Acceptable lower grade level: 1-4 <input checked="" type="checkbox"/> 事務系 Administrative		募集人数 : 1名 No. of Requirement	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 type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input type="checkbox"/> 外部 Off Base Applicant
2. 部隊名/勤務場所 Activity/Working Place- Yokosuka city Commander Fleet Activities, Yokosuka Security Detachment Administrative Division, ISO Section (Code 1240)		5. 雇用の種類 Type of Employment <input checked="" type="checkbox"/> M L C <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (__ 力月 Months)	
3. 勤務時間 Work Schedule (週 40 時間制 hrww) 勤務日 Working Days : 4 days/week (3 days off/week) Rotating shift 時間帯 Working Hours : 0700 - 1800 (Recess 60 min.)		6. 職務内容 Duties 1. Receives and answers inquiries concerning base access procedures and requirements at the ISO counter. Provides general information to visitors as requested. 2. Receives pass applications forms commercial company employees, checks them against base access denial list, list of designated countries and list of authorized employees by company name, ensures proper identification is presented and processes them for signature action. 3. Operates computer to maintain and update Employee Information Cards (CFAY Form 5542/1) for contractors who hold temporary or permanent passes or holders of special passes. Takes photos with camera connecting to computer and issues following passes: permanent passes, temporary 90 days passes, one day and short term passes, special passes, one day commercial vehicle passes and previously prepared passes outside normal working hours. 4. Maintains MS-Access database for the ISO business. Conducts minor adjustments and trouble shootings when they are required. 5. Performs other related or incidental duties as assigned.	
7. 資格要件/身体条件 Qualification / Physical Requirements a. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work. If applicant does not have such work experience, completion of 4-years college/university in a related field may qualify him/her at 1-5 level. b. Knowledge of ID procedures and Security instructions. c. Knowledge of customer service concept and practice. d. Knowledge of development/maintenance of MS-Access database. e. Skill in operating Windows, Microsoft Office (Word, Excel, Access and Power Point) and Communications. f. Ability to speak, read and write English at fluent proficiency level (LAD-3). g. Ability to speak, read and write Japanese at native language level. * An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below: 1-4: One year of clerical, technical, or administrative work experience in any field. If applicant does not have such work experience, completion of 4-years college/university in any field may qualify him/her at 1-4 level. ** 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 type="checkbox"/> 中級 Intermediate <input checked="" 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	
提出するもの Application and Associated Documents ****PDF Forms are available at HRO Web Site. http://hro.cnfj.navy.mil **** * <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) *の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input checked="" type="checkbox"/> 英語の能力を証明するもののコピー Copy of English 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 a 80 yen			職務状況 Working Condition Working on national holiday is required. (Holiday Allowance will be paid.)
問い合わせ先 for Job Inquiries		提出先 Office to Submit	
担当部署 Office : 米海軍横須賀基地 CFAY 人事管理課 Management Office 担当者名 Name : 佐藤 Sato・石原 Ishihara 電話番号 TEL : 046-816-8148/8143		〒238-0001 神奈川県横須賀市泊町1番地 1 banchi Tomari-cho, Yokosuka, Box 22 米海軍横須賀基地統合人事部雇用課 (HRO) COMNAVFORJAPAN, Human Resources Office Yokosuka (HRO), MLC/IHA Employment Office (N132) ☎046-816-8152	
		事務処理欄 For Official Use PD No.: CFAY-1240-002 PD is accurate and current. Certified by Activity: ts 10/15 HRO : ah10/15 jo10/22so10/22	

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.