

<div>横須賀基地空席広報</div> <div>VACANCY ANNOUNCEMENT</div>		広報番号 : Announcement No.	NS-VA-4-24
		募集締切日: Closing Date	20 May 24
		発行日: Date of Issue	6 Oct 23
<div>1.職種名 Job title ( 等級 Grade <u>3</u> / 語学等級 LD <u>2</u> )</div> <div>Travel Information Clerk #273 (Guest Service Assistant)</div> <div><div><input checked="" type="checkbox"/> 事務系 Administrative</div><div><input type="checkbox"/> 技能系 Blue Collar Trade</div><div><input type="checkbox"/> 保安系 Security</div><div><input type="checkbox"/> 医療系 Medical</div></div>		<div>募集人数 No. of Recruitment</div> <div>1 名</div>	<div>4.募集範囲 Area of Consideration</div> <div>I. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(部隊内) Current MLC/IHA Employee within Activity</div> <div>II. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance</div> <div>III. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide</div> <div>IV. <input checked="" type="checkbox"/> 外部 Off Base Applicant</div>
<div>2.部隊 Activity</div> <div>The New Sanno Travel Desk</div> <div>勤務場所 Working Place: 東京都港区 Minato-ku, Tokyo</div> <div>3.勤務時間 Work Schedule ( 週 <u>40</u> 時間制 hrww)</div> <div>勤務日 Work Days: 5 days/week</div> <div>勤務時間 Work Hours: 0700-2230 (8 hours/day)    Recess Period: 1 hour/day</div> <div><input checked="" type="checkbox"/>夜勤 Night Shift    <input checked="" type="checkbox"/> 残業 Overtime    <input type="checkbox"/>出張 Business Travel</div>		<div>5.雇用の種類 Type of Employment</div> <div><input type="checkbox"/> MLC</div> <div><input checked="" type="checkbox"/> IHA</div> <div><input type="checkbox"/> 時間制 HPT</div> <div><input checked="" type="checkbox"/> 常用 Permanent</div> <div><input type="checkbox"/> 限定 Limited Term ( ____ ヵ月 Months)</div>	
<div>6.職務内容 Duties</div> <div>Welcomes customers upon entrance and confirm reservations. Act as a point of reference for guests who need assistance or information and attends to their wishes and requirements. Understands customer's needs and provides them with personalized solutions by suggesting activities and facilities provided by the hotel. Provides guests with information on sightseeing in Tokyo, as well as elsewhere on the islands of Japan. Gives information on train, subways, bus planes and other local travel media. Provides maps and directions. Assists guests in contacting local Travel and Tickets Agents in making and confirming reservations. Makes reservations for guests at local dining and booking tours for guests. Arranges for a taxi or other transport services upon request. Assists with processing reservation payments as needed. Recommends local medical assistance and response. Promotes hotel features and services to guests. Takes reservations responding to guest inquiries providing information about rooms and hotel amenities. Responds to complaints and find the appropriate solutions. Performs other incidental duties as may be assigned.</div>			
<div>7.資格要件 / 身体条件 Qualification/Physical Requirements</div> <div>a. 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.</div> <div>b. Knowledge of customer service concepts and practices.</div> <div>c. Ability to perform general clerical work.</div> <div>d. Ability to speak, read and write English at average proficiency level. (LD-2)</div> <div>* A handicapped applicant may be accepted, depending on the degree and kind of disability.</div> <div>* Non-Japanese applicants: Only those who possess non-restricted work permit (permanent resident, long-term resident, spouse or child of a Japanese national) in Japan will be eligible.</div> <div>* U.S. Citizens(including dual citizenship with US) are not eligible for IHA (HPT) employment.</div>			
<div>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</div>			
<div>学歴 Educational Background: N/A</div>		<div>免許証 / 修了証 License/Certificate Required: N/A</div>	
<div>8.提出するもの Application and Associated Documents</div>			<div>職務状況 Working Condition</div>

<input checked="" type="checkbox"/> <b>空席応募用紙</b> Application for Vacancy Announcement <input type="checkbox"/> <b>専門職務経歴書</b> Resume of Specialized Work Experience <b>*の記入は Complete * in</b> <input type="checkbox"/> <b>日本語で Japanese</b> <input checked="" type="checkbox"/> <b>英語で English</b> <input type="checkbox"/> <b>どちらでも Either</b> <input checked="" type="checkbox"/> 家族/親族が在日米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.F.J. base/facility in Japan, "Questionnaire on Relatives" <input type="checkbox"/> 運転免許証の写し Copy of Driver's License <input type="checkbox"/> 修了証/証明書の写し Copy of Certificate <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 84 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 84 yen stamp (MPS is unacceptable.) <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		Shift Work Schedule. Works on Sat Sun & Holiday.
<b>問い合わせ先</b> for Job Inquiries	<b>提出先</b> Office to Submit	<b>事務処理欄</b> For Official Use
担当部署/担当者名 Office/POC The New Sanno, Tokyo ニューサンノー人事課 ☎03-6868-2311 (Extension/内線 7047)	〒106-0047 東京都港区南麻布 4-12-20 4-12-20 Minami Azabu, Minato-ku, Tokyo ニューサンノー人事課 The New Sanno, Personnel Office ☎03-6868-2311 (内線/Extension) 7047	<b>PD No.: Sanno-OT-001</b> PD is accurate and current. <b>Certified by Activity: at</b> HRO: (rcvd 10/4) kw 10/5

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.

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。