

横須賀基地空席広報

VACANCY ANNOUNCEMENT

Open Until Filled

広報番号 : Announcement No.	NS-VA-24-25
初回選考締切日 1 st Cut-off Date	31 Mar 25
募集締切日: Closing Date	16 Mar 26
発行日: Date of Issue	17 Mar 25

1.職種名 Job title (等級 Grade <u> 5 </u> / 語学等級 LD <u> 1 </u>) Vehicle Driver #2140 (車 両 運 転 手) <input type="checkbox"/> 事務系 <input checked="" 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 I. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity II. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance III. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide IV. <input checked="" type="checkbox"/> 外部 Off Base Applicant This is an open until filled (OUF) vacancy announcement (VA), which will be posted until filled.
2.部隊 Activity The New Sanno Food & Beverage Department Food Production Division Warehouse 勤務場所 Working Place: 東京都港区 Minato-ku, Tokyo	3.勤務時間 Work Schedule (週 40 時間制 hrww) 勤務日 Work Days: 5 days/week 勤務時間 Work Hours: 勤務時間 Work Hours: 0600-2300 (8 hours/day) 休憩 Recess Period: 1 hour/day <input checked="" type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel	5.雇用の種類 Type of Employment <input type="checkbox"/> MLC <input checked="" type="checkbox"/> IHA <input type="checkbox"/> 時間制 HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (__ カ月 Months)
6.職務内容 Duties Located at Warehouse. New Sanno Hotel. Serves as a vehicle driver. the incumbent is responsible for New Sanno Airport Shuttle Service Operation from/to New Sanno Hotel to/from Narita/Haneda Airport to transport New Sanno guests. Operates light automotive vehicle to transport cargo, and assists stock handling work at the warehouse. Serves as a vehicle driver for New Sanno Airport Shuttle Service Operation. operates New Sanno Airport Shuttle vehicle under 3.5 ton capacity. to safely transport hotel guests from/to hotel to/from Narita/Haneda Airport based on New Sanno shuttle schedule. Regularly checks the shuttle schedule for the day and notes the pick-up and drop off times for each guest. Ensures the shuttle vehicle is clean and well maintained before starting the service. Greets guest at the hotel or the airport lobby and assists with their luggage. Drives safely and follows all traffic rules while travelling. Provides necessary information regarding airport procedures. such as check in counters and security checkpoints. Returns to the hotel promptly and prepares for the next schedule pick up. Monitors flight schedules and be aware of any delays or changes that may affect pick up times. Arrives at the airport on time for pick up and locates the guest at the designated meeting point. Upon arrival at the hotel assists guests with unloading the luggage and escorts them to the lobby if needed. Communicates any issues or concerns regarding the shuttle service to hotel management. Maintains a professional and friendly demeanor throughout the entire shuttle service experience. Operates light automotive vehicles such as trucks, jeeps, sedans, carrasses, station wagons and pickup and panel trucks under 4-ton capacity. to transport cargo. Performs operator's maintenance and makes minor emergency repairs. Loads and unloads or assists in loading and unloading cargo. insuring that cargo is properly placed and secured. that load capacity is not exceeded. Completes required documentation to ensure proper toll tickets (i.e. USEJ Form 19EJ. DD Form 1970) are obtained, and operator's maintenance service record. In case of accident, completes driver's incident/accident report. Assists in the receiving and unpacking of items received to ensure correct items are received in quantity required that affect payment. Work involves light and heavy lifting up to 35 kilograms and sustained movement in outside and inside areas. Is exposed to possibility of injury by falling objects and lifting. In refrigerated areas, is exposed to cold in temperature from -20°C to 5°C. Assists in periodic inventory of all warehouse stock. Operates any of several makes of electrically or gasoline-powered mobile forklift trucks to move, load or unload, transfer, transport, and stack or unstack palletized goods, boxes, and crates of merchandise, materials and supplies from one location to another, such as to and from warehouses, trucks, etc. Performs first echelon maintenance by checking tires, water, gas, and surface operating conditions and reports to foreman when machine appears to be in poor running order.		

7.資格要件／身体条件 Qualification/Physical Requirements a. One year of trade and/or manual works in a related field. b. Must have GOJ Class II Ordinary Driver's License (Futsuu Nishu) with gross vehicle weight less than 3.5 ton. c. Must have GOJ Medium Size Driver's License (Chugata) with gross vehicle weight 7.5 ton or more but less than 11 ton. d. Must have GOJ Large Size Special Purpose Driver's License (Oogata Tokushu). e. Must have Certificate of Completion of Training Course for Forklift Operator. f. Must be able to lift up to 64 pounds (29kg) intermittently to lift and carry up to 77 pounds (35kg) with assistance. g. Ability to perform operator's maintenance and minor emergency repairs of vehicles. h. Ability to lift, carry, load, and unload cargo. i. Ability to perform duties in a variety of cold temperature conditions ranging from -4°F (-20°C) to 41°F (5°C) in the refrigerated areas. j. Ability to speak, read, and write English at elementary proficiency level (LD-1). *U.S. security check will be conducted as part of pre-employment processing for the selectee. 選考された方には雇用前手続きの一環として米国のセキュリティ・チェックが実施されます。 * A handicapped applicant may be accepted, depending on the degree and kind of disability. 障害のある方については、その程度により考慮します。 * 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. * U.S. Citizens (including dual citizenship with US) are not eligible for IHA (HPT) employment.	
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input checked="" type="checkbox"/> 初級 Basic <input 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 : See blocks 7&8

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 * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience *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"/> 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" <input checked="" type="checkbox"/> 運転免許証の写し Copy of Driver's License <input checked="" type="checkbox"/> 修了証／証明書の写し Copy of Certificate: Certificate of completion of training course for Forklift Operator <input 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"/> 110 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 110 yen stamp (MPS is unacceptable.) <input checked="" type="checkbox"/> 日本国籍以外の方は、在留カード(両面)及びパスポートのコピー For non-Japanese citizen applicant, copy of Residence Card (Front & Back) and Passport Copy		Irregular work schedule including Sat, Sun & Holidays.
問い合わせ先 for Job Inquiries ◎ 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)	提出先 Office to Submit 〒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)	事務処理欄 For Official Use PD No.: Sanno-31W-012 PD is accurate and current. Certified by Activity: at HRO: (rcvd 3/14) ks 3/14

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.
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。
