

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2> <p style="text-align: center;">***Open Until Filled***</p>		広報番号 : <small>Announcement No.</small>	NS-VA-16-25	
		初回選考締切日 <small>1st Cut-off Date</small>	10 Feb 25	
		募集締切日: <small>Closing Date</small>	27 Jan 26	
		発行日: <small>Date of Issue</small>	28 Jan 25	
1.職種名 Job title (等級 Grade <u>3</u> / 語学等級 LD <u>2</u>) <div style="text-align: center;"> Sales Clerk, #372 (販売事務職) </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <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 <small>Administrative Blue Collar Trade Security Medical</small> </div>		募集人数 <small>No. of Recruitment</small> <div style="text-align: center; font-size: 1.5em;">1 名</div>	4.募集範囲 Area of Consideration I. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(部隊内) <small>Current MLC/IHA Employee within Activity</small> II. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) <small>Current MLC/IHA Employee in commuting distance</small> III. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) <small>Current MLC/IHA Employee Japan Wide</small> IV. <input checked="" type="checkbox"/> 外部 Off Base Applicant	
2.部隊 Activity The New Sanno Food & Beverage Dept. Food Service Division		This is an open until filled (OUF) vacancy announcement (VA), which will be posted until filled.		
勤務場所 Working Place: 東京都港区 Minato-ku, Tokyo				
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) 勤務日 Work Days: 5 days/week 勤務時間 Work Hours: 8 hours a day between 0500-2400/Irregular Work Schedule Recess Period: 1 hour/day <input checked="" type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> IHA <input checked="" type="checkbox"/> 時間制 HPT ¥1,370		
6.職務内容 Duties Sells specialty merchandise which requires a technical knowledge of the product sold. Helps customers in making selections. Explains characteristic of the products, answers technical questions, demonstrates how to use the product if necessary, etc. Displays merchandise. Operates cash register, maintains change funds, and prepares sales slips and/or other related documents. Obtains signature of customers. Replenishes stock.				
7.資格要件／身体条件 Qualification/Physical Requirements 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. b. Knowledge of customer service concepts and practice. c. Ability to operate a cash register, count cash, and accurately make change. d. Ability to make mathematical computations and operate a 10 key calculator. e. Ability to prepare and maintain detailed records such as sales records. f. Ability to speak, read, and write English at average proficiency level (LD-2). * A handicapped applicant may be accepted, depending on the degree and kind of disability. * 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 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 * <input 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"/> 110 円分切手を貼付し、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		Stands and walks long period of time. Irregular work schedule including Sat, Sun & Holidays.
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/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)	PD No.: Sanno-32-007-PT PD is accurate and current. Certified by Activity: at HRO: (rcvd 1/24) ka 1/27

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。

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.

労働者災害補償保険適用。All employees are covered by Workmen's Accident Compensation Insurance.

勤務時間が週 20 時間 以上の場合は雇用保険・健康保険・厚生年金の加入が義務づけられています。Employees whose weekly work hours are 20 hours or more must be covered by Employment Insurance, Health Insurance and Pension plan.

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.

契約期間: 1 年を超えない期間。当該雇用は更新、または更新されない場合があります、更新させる場合においても最初の採用から通算した雇用期間は 3 年間を超えない期間となります。Duration of Employment: Not to exceed 1 year. The employment may or may not be renewed. Even when renewed, the total employment period counted from the initial hire will not exceed three years.