

# 横須賀基地空席広報

## VACANCY ANNOUNCEMENT

\*\*\*Open Until Filled\*\*\*

広報番号 : Announcement No.	NS-VA-08-25
初回選考締切日 1 <sup>st</sup> Cut-off Date	18 Dec 24
募集締切日: Closing Date	4 Dec 25
発行日: Date of Issue	5 Dec 24

1.職種名 Job title ( 等級 Grade <u>3</u> / 語学等級 LD <u>2</u> )  <b>Hotel Desk Clerk #156</b> (ホテル事務職)  <input checked="" type="checkbox"/> 事務系 Administrative <input type="checkbox"/> 技能系 Blue Collar Trade <input type="checkbox"/> 保安系 Security <input type="checkbox"/> 医療系 Medical	募集人数 No. of Recruitment  <b>1 名</b>	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  <b>This is an open until filled (OUF) vacancy announcement (VA), which will be posted until filled.</b>
2.部隊 Activity The New Sanno Front Office Front Desk  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/day in 24 hours operations (00:00-24:00) 休憩 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 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

6.職務内容 Duties  
Performs work involved in receiving and assisting guests, registering and assigning rooms, collecting fees, and maintaining records for the New Sanno. Checks credentials of incoming guests, assigns rooms based on eligibility, preference of guest, rank, availability, etc. Prepares or assists guest in preparing registration cards, availability of recreational or shopping facilities. Arranges for personal valet-type services, may sell convenience articles such as cigarettes, candy, toilet articles, magazines, etc. and maintain sales records. Operates a telephone service, taking and placing calls, computes and collects fees from departing guests, receives city account and other payments from patrons as required. Maintains operating records, responsible for the receipt, control and security of all monies entrusted to incumbent during their tour of duty. Performs as the shift leader when senior clerk on duty.

Performs work involved in receiving requests for and acknowledging accommodation at New Sanno hotel for authorized patrons. Reviews current EDP records, computer displays and current records of status of accommodations in hotels indicating spaces available, reservations and cancellations changes in capacity and other data. Contacts other hotels to transmit reservations, cancellations, and other changes made for patrons as required. Provides information as required regarding transportation facilities to other hotels, accommodation of hotels, local conditions, expected cost etc.

- 7.資格要件/身体条件 Qualification/Physical Requirements
- 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.
  - Knowledge of customer service concepts and practices.
  - Skill in operating personal computer such as Microsoft Word, Excel, and Access.
  - Ability to perform general clerical work.
  - Ability to communicate effectively with all levels of personnel.
  - 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.  
障害のある方については、その程度により考慮します。

\* U.S. citizens(including dual citizenship with US) are not eligible for IHA (HPT) employment.

\* 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.

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 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		Shift Work Schedule in 24 hours operation. Works on Sat Sun & Holidays.
<b>問い合わせ先 for Job Inquiries</b> ☎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)	<b>提出先 Office to Submit</b> 〒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>事務処理欄 For Official Use</b> <b>PD No.: Sanno-41F-006</b> PD is accurate and current. <b>Certified by Activity: at</b> HRO: (rcvd 12/4) ks 12/4

<b>PRIVACY ACT STATEMENT 個人情報保護について</b> 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。
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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.