

# 横須賀基地空席広報

## VACANCY ANNOUNCEMENT

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

広報番号: Announcement No.	NS-VA-47-26
初回選考締切日 1 <sup>st</sup> Cut-off Date	17 Jun 26
募集締切日: Closing Date	3 Jun 27
発行日: Date of Issue	4 Jun 26

1. 職種名 Job title ( 等級 Grade 3 / 語学等級 LD 2 )

### Hotel Desk Clerk #156 (ホテル事務職)

Acceptable trainee level (採用可能見習い等級): N/A

事務系     技能系     保安系     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.  現 MLC/IHA 従業員 (部隊内)  
Current MLC/IHA Employee within Activity  
II.  現 MLC/IHA 従業員(通勤圏内)  
Current MLC/IHA Employee in commuting distance  
III.  現 MLC/IHA 従業員(全在日米軍)  
Current MLC/IHA Employee Japan Wide  
IV.  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  
Front Office  
Front Desk

勤務場所 Working Place: 東京都港区 Minato-ku, Tokyo

5. 雇用の種類 Type of Employment

- MLC  
 IHA

常用 Permanent  
(年齢 18歳~61歳、定年年齢  
を上限)  
(Age: Ages 18 to 61. Up to the  
retirement age.)

**日米政府間で締結された労務提供契約  
に基づき雇用される**

Employed under a labor services agreement  
concluded between the Japanese and U.S.  
governments.

限定期間 Limited Term  
(\_\_ヵ月 Months or NTE date)

時給制臨時 Hourly Pay Temporary  
(HPT) \_\_\_\_\_yen per hour

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: 8 hours/day in 24 hours operations (00:00-24:00)

休憩 Recess Period: 1 hour/day

夜勤 Night Shift     残業 Overtime     出張 Business Travel

**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.

**特別な職務状況** Outstanding Working Condition, if any;  
Works on rotation shift, including Saturday, Sunday, and Holidays.

**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 practices.
- c. Skill in operating personal computer such as Microsoft Word, Excel, and Access.
- d. Ability to perform general clerical work.
- e. Ability to communicate effectively with all levels of personnel.
- 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.  
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 :

必要なし None     初級 Basic     中級 Intermediate     上級 Advanced     特段の能力 Exceptional

## 8.提出するもの Application and Associated Documents

応募書類提出方法は下記 9 項をご確認ください。 See item #9 below for How to Submit Application Documents.

下記に示される必要書類の全てが揃っていない場合、若しくは下記 9 項の応募方法の指示通りにご応募頂けない場合、選考対象となりませんのでご注意ください。 When all of required documents indicated below or instructions on How to Submit Application Documents in item #9 below are not followed, your application will not be accepted or considered for this position.

### 1. 履歴書 Personal History Statement (196aEJ)

1 の記入は Complete in  日本語で Japanese  英語で English  どちらでも Either

2.その他必要書類等 Other Required Documents (内部応募者は、下記にチェックマークで示される書類がある場合 1 つの添付ファイルにまとめてください。 For current MLC/IHA employees, when any of the following documents are check marked, combine them to one file attachment)

運転免許証の写し Copy of Driver's License

マイナ運転免許証の方は「マイナ免許証読み取りアプリ」等より印刷された免許情報を提出。

For My Number Driver's License, submit the license information printed from the My Number Driver's License Reading Application, etc.

修了証/証明書の写し Copy of Certificate

英語の能力を証明するものの写し。 Certificate of English Proficiency.

TOEIC, TOEFL 等の語学試験結果証明書をお持ちでない方はご自身の英語力 (会話、読み、書き) レベルについての自己申告、若しくは英語を使った職務経験を応募用紙の職務経歴欄に記述して下さい。

If you do not have Certificate of English Proficiency Test, such as TOEIC, TOEFL, provide self-statement on the level of your English proficiency (speaking, reading, writing) or describe the work you have performed using English under the work experience section of the application form.

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.

DD-214 Copy (Member-4 copy) only for former U.S. military personnel.

NOTE: Retired US military/reservist must obtain approval for employment under foreign government from both the Secretary of State and the Service Secretary from which you retired, and attach the approval letter to be considered.

3.  (外部応募者のみ For external applicants only) 110 円分の切手を貼付し、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 110 yen stamp (MPS is unacceptable.)

上記書式は以下の URL よりダウンロードできます。 The above forms can be downloaded from;

<https://cnrj.cnmc.navy.mil/Operations-and-Management/Human-Resources/How-To-Apply-MLC-IHA-JOB-Opportunities/JN-Forms/>

## 9.応募書類提出方法 How to Submit Application Documents

### 提出先:

郵送または E-mail にてニューサンノー人事課へ提出。

〒106-0047 東京都港区南麻布 4-1 2-2 0

ニューサンノー人事課

☎03-6868-2311 (内線 7047)

### Submit to:

By postal mail or E-mail to the New Sanno Personnel Office.

4-12-20 Minami Azabu, Minato-ku, Tokyo 〒106-0047

The New Sanno, Personnel Office

☎03-6868-2311 (Extension 7047)

## 10. 事務処理欄 For Official Use

募集部隊担当 Activity POC : The New Sanno Personnel Office

軍電 (DSN) 243-7047

PD No.: Sanno-41F-006

PD is accurate and current. Certified by Activity: at

HRO: (revd 6/3) kw  
6/3

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.

#### **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。