

<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*** * Amendment *</p> <p style="text-align: center;">2024年8月26日より外部応募者の方は、返信用封筒に 110円分の切手を貼付して下さい。 From 26 August 2024, Y110 postage is required for return envelope submitted by External applicant.</p>		広報番号： Announcement No.	NS-VA-74-24(A)
		初回選考締切日 1 st Cut-off Date	21 Aug 24
		募集締切日： Closing Date	7 Aug 25
		発行日： Date of Issue	8 Aug 24
1.職種名 Job title (等級 Grade <u>4</u> / 語学等級 LD <u>2</u>) <h3 style="text-align: center;">Supervisory Hotel Desk Clerk #156</h3> <p style="text-align: center;">(監督ホテル事務職)</p> <p> <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 Administrative Blue Collar Trade Security Medical </p>	募集人数 No. of Recruitment <h2 style="text-align: center;">1 名</h2>	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	
2.部隊 Activity The New Sanno Front Office Front Desk		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		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 (<u> </u> ヵ月 Months)	
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 between 0700-2300 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			
6.職務内容 Duties Serves as a shift leader of front desk section, supervises subordinate employees and functions. Performs work involved in receiving and assisting guests, registering and assigning rooms, collecting fees and maintaining records for the New Sanno Hotel. Timely submits correspondence, personnel action, reports, etc. Controls funds allocated and submits budget requirements as required. Contacts with occupants and subordinates on billeting and supply matters and advises them on policy. Reviews and analyzes the operations and recommends improvement on work methods and procedures. Reviews regulatory and policy issuance, and develops internal operational procedures. Advises the Front Office Manager about all matters relating to Front Desk operations.			
7.資格要件/身体条件 Qualification/Physical Requirements a. One year of clerical, technical or administrative work experience in any field, OR completion of 4-year college/university in any field. b. Knowledge of customer service concepts and practices. c. Knowledge of regulations, policies, and procedures governing administrative phases of Front Desk operations. d. Skill in operating personal computer such as Microsoft Word, Excel, and Access. e. Ability to supervise subordinate employees. f. Ability to perform general clerical work. g. Ability to communicate effectively with all levels of personnel. h. Ability to speak, read, and write English at average proficiency level (LD-2). i. Ability to speak, read, and write Japanese at native language level. * A handicapped applicant may be accepted, depending on the degree and kind of disability. * 障害のある方は、障害の種類や度合いにより考慮されます。 * 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 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 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 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 (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		Works on rotation shift including Saturday, Sunday, and 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-41F-005 PD is accurate and current. Certified by Activity: at HRO: (rcvd 8/7) ks 8/7 (A) ks 8/26

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。