

厚木基地空席広報

VACANCY ANNOUNCEMENT

広報番号 : Announcement No.	A-04-048
一次選考締切り日 : 1 st Cut Off Date	18 MAY 04
募集締切日: Closing Date	選考決定まで継続 Open until filled
発行日: Date of Issue	11 MAY 04

1.職種名 Job title (等級 Grade <u>2-5</u> / 語学等級 LAD <u>2</u>) Housekeeper Foreman B, IHA 2172 ハウスキーパー フォーマン B <hr/> 見習い採用の可能性 <input type="checkbox"/> 無 No <input checked="" type="checkbox"/> 有 Yes Acceptance at Lower Grade Trainee <input type="checkbox"/> 見習い等級 Trainee Grade: <input type="checkbox"/> 事務系 <input checked="" type="checkbox"/> 技能系 <input type="checkbox"/> 保安・消防系 <input type="checkbox"/> 医療系 Administrative Trade & Service Security & Fire Medical	募集人数 No. of Recruitment 1 名	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (通勤圏内) Current MLC/IHA Employee in commuting distance <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant
2.部隊 Activity Navy Lodge, NEX Atsugi 勤務場所 Working Place: 綾瀬市大上 Oogami, Ayase-Shi		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> カ月 Months)
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hr/wk) 勤務日 Work Days: 40 H/W 勤務時間 Work Hours: 0800-1645, 2 days Off per Week <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel		
6.職務内容 Duties Supervises employees engaged in the following functions: cleaning guest rooms and other assigned areas, operating cleaning equipment, e.g. vacuum cleaner, waxer and polisher. Emptying ashtrays and wastebaskets, dust, waxes and polishes room furniture. Supervises associates. Develops work schedules and assigns work. Sets performance standards and evaluates job performance. Ensures an effective, ongoing training program is in place. Continually maintains statues of cleaned rooms through completion of daily assignments. Inspects rooms after cleaning to ensure adherence to quality/customer service standards. Reports equipment status and take action when it's necessary. Be as an interpreter between US Management, customers, Japanese vendor, other organizations, US employees for JN employees to make operations smoothly. Performs other related duties as assigned.		
7.職務状況 Working Condition:		
8.資格要件 / 身体条件 Qualification/Physical Requirements BWT-2-5: - One year of specialized experience in the related work at the next lower level or equivalent. - Supervisory work experience. - Ability to speak, read and write in both English and Japanese. *Not fully qualified applicants may be hired at the lower grade trainee. - Non-Japanese applicants: Only those who possess non-restricted work permit (permanent resident, long-term resident, spouse or child of a Japanese national, etc) in Japan will be eligible. <u>Please attach a copy of alien registration certificate to your application.</u> 日本で活動の制限のない在留資格 (永住者、定住者、日本人の配偶者など) をもつ日本国籍以外の方は資格条件を満たします。応募書類に外国人登録証明書のコピーを添付して下さい。 - U. S. Citizens are not eligible for IHA (HPT) employment. 米国籍 (米国籍を含む多重国籍保有者を含む) の方は、IHA(HPT) 従業員の資格条件を満たしません。		
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 : See block #8 免許証 / 修了証 License/Certificate Required : See block #8		

9.提出するもの Application and Associated Documents

* **空席応募用紙:** 英語の履歴書 (HRO 厚木様式 F E B O 2) を所定の締め切り日の午後 3 時まで以下に下記の住所に送付して下さい。HRO 厚木の様式以外を使用する場合は、履歴書に必ず以下の事項を記入して下さい。空席広報番号、氏名、生年月日、電話番号、住所、学歴、応募する広報番号と職種名、職務経歴 (会社名、雇用期間、週労働時間、詳しい業務内容や主な業績など)。尚、履歴書やその他応募書類に添付された書類の返却は出来ませんので、ご了承下さい。応募の時点で MLC / IHA 規定に基づいた雇用資格を満たしている応募者のみ選考の対象となります。Send us English MLC/IHA APPLICATION FORM (HRO ATSUGI FORM FEB 02) or resume with equitable information to HRO Atsugi SO by 1500 of the Cut Off/Closing date of the announcement. To be considered for selection, resume must include at least the following information: Announcement number, full name, phone number, address, SOFA status, education backgrounds, work experience (periods of employment, company name, description of major work, weekly hours of work) Any special skills and licenses related to the duties of the position to be filled. **Applications and attachments will not be retrieved for duplication or for return.** All applicants must meet eligibility requirements by respective closing date. Ineligible applicants will not be referred for consideration. **記入は Complete**

* in 日本語で Japanese 英語で English どちらでも Either

* **選考結果の通知を希望する方は、80 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) を同封して下さい。Those who requests result of selection, please enclose 12cm x 23.5cm envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.)**

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 厚木基地人事部 担当: 吉野 ☎0467-78-2661 (DSN) 264-3624	〒252-1101 神奈川県綾瀬市大上 Oogami, Ayase-Shi 厚木基地人事部 (HRO BOX12) HRO Box 12	