

United States Army Japan Merit Promotion and Placement Vacancy

空席広報番号/Announcement No.	雇用の種類/Employment Type	募集人数/Number of Recruitment
MLC(III)25-165	MLC 常用/ MLC Permanent Employee	1
募集範囲/Area of Consideration		
<input type="checkbox"/> 全て/All <input checked="" type="checkbox"/> 通勤圏内（片道 2 時間）在住の方全て/All, within the Commuting Distance (2hrs/Way) <input type="checkbox"/> 現 MLC/IHA 従業員/Current MLC/IHA employees <input type="checkbox"/> 現 MLC/IHA 従業員で通勤圏内（片道 2 時間）在住の方 / Current MLC/IHA employees within the Commuting Distance (2hrs/Way) <input type="checkbox"/> 下記部隊内従業員/Current MLC/IHA Employees within		
職種名・職種番号・基本給表・等級/Job Title, Job Number, BWT, Grade		基本給/ Basic Wage
Distribution Coordinator, #456, BWT 1-4 *下記重要事項を参照 / Please see Important Notes*		BWT 1-4 : ¥230,000
施設名/Location	部隊名/Organization	
キャンプ座間/Camp Zama	Engagement Department (Zama), Stars & Stripes Pacific	
勤務時間/Work Schedule		
週 40 時間制/Hours Per Week <input checked="" type="checkbox"/> 月/M <input checked="" type="checkbox"/> 火/Tu <input checked="" type="checkbox"/> 水/W <input checked="" type="checkbox"/> 木/Th <input checked="" type="checkbox"/> 金/F <input type="checkbox"/> 土/Sa <input type="checkbox"/> 日/Su <input checked="" type="checkbox"/> 変則勤務/Irregular Shift Work (Shift 1: 0730-1615, Shift 2: 0830-1715, Recess: 1200-1245)		
募集期間/Opening Period		
30 Apr 25 – Open Until Filled (1 st Cut-off: 14 May 25, thereafter every Wednesday) 履歴書は締切日の午後 3 時必着/ Resume Must arrive by 1500 on the cut-off date		
重要事項/Important notes		
各種待遇等/Benefits & Allowances. 地域手当/Area Allowance: 基本給の 12%(12% of Basic Wage) 住宅手当/Housing Allowance: 月額最高 28,000 円(28,000yen/month (max.) 通勤手当/Communting Allowance:月額最高 150,000 円(150,000yen/month (max.) 扶養手当/Family Allowance: (月額)配偶者 3,000 円, 子 11,500 円(Spouse 3,000yen, Child 11,500yen/month) その他 夏季・年末手当等 (Summer and year-end allowances, etc.) 年次休暇/Annual Leave: 年 20 日(20 days/year) 社会保険年金完備、マイカー通勤可(Social insurance and pension plan fully covered, car commuting allowed)		
年齢/Age		
18 歳～60 歳、定年年齢を上限 Ages 18 to 60, Up to the advanced age of 61		

Duties:

1. Performs duties involved in Newspaper circulation. Responsible for coordinating the distribution of newspapers, periodicals, and other publications within assigned district. Monitors, adjusts, and communicates changes to daily draw of newspapers to maximize distribution while maintaining a balance in limiting returns and sellouts. Maintains customer accounts (delivery location, billing address, subscription duration, etc.) and single copy/bulk copy information (newspaper vending machine sales, bulk sales, cash collection, etc) in Data Science Inc (DSI) database software. Verifies distribution, cash collections, and daily deposits and keeps accurate records of data on assigned circulation reports. Prepares business invoice(s) as required by respective outlets and communicates with driver about the invoice(s). Prepares youth news carriers delivery list and calculates carrier commission list for the Stars and Stripes Pacific (SSP) Finance & Accounting (F&A) department. Monitors payment status of the auto renewed credit card customers. Visits respective customers for collections of account receivable. Resolves customer service related issues promptly, such as stop/restart, refund by rack malfunctioning, unpaid invoices, credit card issue and records in DSI, and follows-up with the customer. Prepares audit documents. Prepares deposit slip and deposits to the Community Bank. Submits a certified copy of deposit ticket to District Manager. Prepares cash report, verifies the sales against deposit in the bank for the day and reports to SSP F&A. Prepares monthly closing; verifies the number of papers received, sold, and unsold for the month. Verifies the amount collected, receivable, and prepaid for the month. Reports the numbers to SSP Accounting by the 7th of each month for previous month. Maintains database of the newspaper vending machines, coin mechanisms & batteries on SSP shared drive. Assists newspaper door-to-door canvassing. Distributes Total Market Coverage (TMC) delivery as needed.
2. Delivers papers to unit subscribers, home delivery subscribers, news carriers, outlets, schools and newspaper vending machine throughout Zama Army base, Atsugi Naval Air Facility and around off-base areas. Delivers/replenished magazines and community papers to racks and other organizations.
3. Assists District Manager with managing Official vehicle routine maintenance. Logs vehicle mileage report and fuel consumption report. Service as Accountable officer to support Toll ticket Certifier, which is regulated by U.S Army Japan (USARJ) guidance. Washes & Cleans Official vehicles. Performs other related duties as assigned.

最低必要応募資格基準 / MINIMUM QUALIFICATION STANDARDS (MQS) Requirement:

BWT 1-4

Must have at least one (1) year of general work experience** OR Completion of two (2) year junior college/university or technical or business school**.

****When substituting education for special experience, a tentative graduation letter and transcript, or a certificate of graduation/diploma and transcript must be submitted together with application. Failure to submit required documentation may result in non-consideration for this position.**

要求される英語力レベル / Required Language Proficiency Level (LPL):

Language Proficiency Level 2: Average proficiency

* 職務に必要とされる英語力レベルについての詳細はホームページ上を参照ください。

Please see our website for detail information on the required LPL.

要求されるライセンス・修了証書・証明書 / Required Licenses and Certificates:

1. Must have Japanese driver's license.

要求される雇用条件 / Required Condition of Employment:

1. Must be able to pass required physical exam
 - a. Must be physically fit to perform the duties above
 - b. Must be able to lift 66 lbs (30 kg).
2. Must be able to obtain and maintain Military Motor Vehicle Operator's License.
3. Must be able to work on Saturdays, Sundays or holidays, overtime as requested.

4. This position is designated as Mission Essential. Incumbents are required to report to work or to remain at work to accomplish the mission of US Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.

タイムイングレード / Time in Grade (TIG):

BWT 1-4:

To be promoted, current MLC/IHA employee applicants must have completed at least 6 months in any USFJ permanent positions at the next lower grade (BWT 1-3) or equivalent position outside USFJ. The period served by any job title at the required BWT and grade as well as the period served as Temporary Promotion at the required BWT and grade or Detail at the position of record could be credited. The application must demonstrate the TIG requirement being met.

応募時に提出するもの / Documents Required to Apply (Applications and Other Documents)

申請用紙 / Applications :

1. (1) 履歴書/USFJ FORM 196aEJ (2) 職務経歴書 / Resume of Work Experience

申請用紙の記入言語 / Language to complete applications :

英語 / English

必要添付書類 / Required attachments :

☒ 英語力の証明書のコピー (ALCPT、TOEIC L&R®、TOEFL®、CASEC、英検のいずれか) /Copy of English certificate (ALCPT, TOEIC L&R®, TOEFL®, CASEC or EIKEN)

☒ 日本の運転免許証のコピー /Copy of Japanese driver's license

☐ 最高学歴の卒業証明書のコピー /Copy of diploma of highest education completed.

☒ その他/Other **Please attach copy of the required license and certificate. / 必要資格・証明書の写しを添付してください。**

☒ 外国籍で永住権をお持ちの方は在留カードまたは特別永住者証明書のコピー（両面）を添付のこと /For those who have a permanent residency of Japan must attach a copy of Resident Card or Special Permanent Resident Certificate (both sides).

応募方法 / To Apply

- 上記の書類を締切日までに担当の人事課まで郵送もしくはEメールで送信してください。締切日の午後3時必着。提出された応募書類は返却いたしません。 Mail/E-mail the application to the office shown in the bottom of this form along with necessary documents specified above. Application must be received no later than 1500 on the closing date. All submitted documents will not be returned.
- その他、応募時の注意事項についてはウェブサイト(<https://www.usarj.army.mil/gojobs/>) をご参照ください /Please refer to the website (<https://www.usarj.army.mil/gojobs/>) for other notes for application.

選考状況について / Selection Status

- 選考状況については、ウェブサイト上の「選考状況」をご確認ください(<https://www.usarj.army.mil/gojobs/>) /To confirm your selection status, please refer to the website(<https://www.usarj.army.mil/gojobs/>), "Selection Status"
- 電話、電子メール等でのお問い合わせはご遠慮ください /Please refrain from contact by phone and/or email

提出先 / Submit To

Email*: usarmy.zama.usarpac.mbx.usarj-g1-ln-application@army.mil

***Eメールに履歴書等必要書類を添付して応募する場合は、メールの件名に空席広報番号（例：MLC(I)17-001）を入力してください。 /Please include Announcement Number (e.g. MLC(I)17-001) in the subject line when applying by e-mail.**

郵送 〒252-0000 神奈川県座間市 キャンプ座間 Bldg 101, W137
在日米陸軍 日本人事務所 雇用課 MLC(III)25-165

Address: Bldg 101 W137, Camp Zama, Zama-shi, Kanagawa-ken, 252-0000
JESO, G1, USARJ MLC(III)25-165