

# 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
IHA(I)25-011	IHA 常用 / IHA 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
Charge of Quarters Clerk, #308, 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	Zama Lodging, BOD, DFMWR, USAG Japan	
勤務時間/Work Schedule		
週 40 時間制/Hours Per Week (Early Shift 0715-1600/ Daily Shift 1415-2300/ Night Shift 2245-0730/ Middle Shift 1100-1945 Recess:45 min) <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 checked="" type="checkbox"/> 土/Sa <input checked="" type="checkbox"/> 日/Su <input checked="" type="checkbox"/> 変則勤務/Irregular Shift Work		
募集期間/Opening Period		
5 Mar 25 – Open Until Filled (1st Cut-off: 19 Mar 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 55,000 円(55,000yen/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. Interviews incoming guests to determine room assignment. Assists clientele in the completion of required forms and registration cards and issues room keys. Posts registration information on the registration card. Answers questions pertaining to rules and regulations governing the assignment and use of rooms to incoming guests. Computes charges for guests checking out, receives payments and room keys, and renders receipts. At end of shift, accounts for and secures cash. Orients guests concerning use of facilities and equipment and other facilities available on and off post. Answers billing questions and concerns. Transfers guest calls, takes messages, and relays information to responsible party. Answers questions pertaining to rules, regulations, and procedures that we follow for making reservations. Assists walk-up guests and answers other inquiries received by phone. Makes reservations for incoming guests based on room availability. Provides statement of non-availability when applicable. Adjusts minor complaints and reports same to Front Desk Supervisor / Lodging Manager.
2. Completes minor maintenance for guest rooms. Maintains the log book for anything that happens while on shift. Prepares and sets up the Sunrise Start (continental) breakfast when early and night shift. Prepares the daily night audit report and financial closing reports, prints out report for the Housekeepers (expected arrivals/departures, in-house, special services, housekeeping attendance sheet, etc.) when night shift. Operates a government vehicle to meet customer's request such as delivering towels, linens, etc. to distant lodging buildings. Drives vehicle to other buildings to assist Emergency Responders with keys to open buildings and rooms and verifies guest lists with the fire department and/or the military police in case. Performs other related duties as assigned.

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

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:**

Must have Japanese driver's license. (AT limited acceptable)

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

1. Must be able to work an irregular shift including weekend, and needs to work on all holidays, to include Thanksgiving, Christmas, New Year's.
2. Must be able to work overtime or temporarily adjust work schedule as needed.
3. Must be able to obtain and maintain Military Motor Vehicle Operator's License.
4. May be required to stand for the duration of the shift (8 hours).
5. 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):**

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/gojjobs/>)をご参照ください/Please refer to the website (<https://www.usarj.army.mil/gojjobs/>) 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/gojjobs/>)/To confirm your selection status, please refer to the website(<https://www.usarj.army.mil/gojjobs/>), “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](mailto: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 IHA(I)25-011

**Address:** Bldg 101 W137, Camp Zama, Zama-shi, Kanagawa-ken, 252-0000  
JESO, G1, USARJ IHA(I)25-011