DEPARTMENT OF THE ARMY
HEADQUARTERS, KOREAN SERVICE CORPS BATTALION
UNIT #15284
APO AP 96205-5284

Closing Date: 26 September 2016

EANC-KSC-Z

19 September 2016

MEMORANDUM FOR All KSC Employees

SUBJECT: Vacancy Announcement No. 16-131

1. This headquarters will accept applications to fill the following position for the 36th KSC CO.

Position Title & Grade: Materials Handler (Forklift Operator), KWB-6907-05
Duty Location: Waegwan
Position Number: One
Pay Range: Between 14,128 Won and 20,175 Won per hour
Tour of Duty: 40 hours per week

NOTE: A relocation allowance will NOT be authorized for employees selected from outside the commuting area.

2. Major Duties & Responsibilities: Selects for shipment or issue, designated stock by proceeding to area, finding a stock and verifying information shown on shipping or issuing document against that on stock tags or bin tags; determines from which stack or bin items are to be removed; removes stock, assuring that proper quantity and nomenclature of selected stock are consistent with information contained on document. Moves items selected to designated location. Receives supplies and equipment by unloading conveyances; moves item by handcart, conveyer, or similar conveyance; checks items against proper document, making proper notation on same, and reporting discrepancies and damage to supervisor; places clearly identified stock in appropriate temporary or permanent storage locations according to specific oral or written instructions and established methods. May sign for items received. Warehouses palletized bulk stock according to specific locations; restacking and re-warehousing items and straightening stacks as directed; sorting out bad containers and restacking or taking to bin area. Periodically checks bays or bins for mixed stock or incorrect locations; corrects or notifies supervisors of problem. Enters supply data updates into the Army War Reserve Deployment System (AWRDS). Uses scanning technology to inventory supplies and update the custodial record. Operates electric, diesel or gasoline powered forklifts to load, unload, stack, instead, and move boxes, crates, packages and pallets of materials or loose items. Regulates forks and truck movements, exercising care to avoid overloading or improper stacking or movement of supplies and materials. Operates indoors and in open storage areas. Performs driver's maintenance in accordance with established rules and regulations. Performs other duties as assigned.

3. Para/Line No & Job Site: 022/33A, AFSBn-NEA-SUPPLY DIVISION-LOGISTIC DATA BRANCH, AMC

4. Qualification Requirements:

a. Experience: One year of general experience and one year of specialized experience in a field related to the job, or equivalent.

b. English Ability:

(1) American Language Course Placement Test (ALCPT) requirement is 34, or above for this position. Internet Based Test TOEFL scores of 22, or TOEIC scores of 250 may be substituted for the ALCPT requirement. TOEFL and TOEIC scores are valid for two years and ALCPT score is valid for five years from the exam date.

(2) The approval of management panel for English conversational skill is required.

c. Must possess a valid ROK forklift operator's license.

5. Substitution of Education for Experience:

a. Graduation from high school in a field, or trade, or vocational school with successful completion of a formal training course in a recognized trade school (at least 90 days duration), or possession of a valid license, or certificate of competency issued by the ROKG attesting to proficiency as craftsman in the trade, or craft of the job may be substituted for the required one year of general experience.

b. Graduation from technical junior college in the field, or possession of a license, or certificate of competency issued by the ROKG attesting to proficiency as industrial engineer in the trade, or craft of the job may be substituted for the required one year of general and one year of specialized experience.

6. How to Apply: Applicants must submit an application for employment (USFK Form 130EK) along with copies of supporting documents. It is imperative that each item of the application be accurately and completely filled in. Applications that are not completed, incorrect, received after closing date, or submitted without legible supporting documents will not be processed. Any documents in Hangul must be translated into English and submitted.

7. Where to Apply: Qualified and interested applicants may submit an application and copies of supporting documents to e-mail (usarmy.yongsan.8-army.mbx.ksc-rpo@mail.mil) no later than seven calendar days after the date of this memorandum.

8. Employment Policy: It is the policy of USFK to employ based on qualifications and merit. No employee may request, offer, or accept gratuity in exchange for employment or promotion within the KSC, nor may they interfere with applicants exercising their right to apply for vacancy. Any employee found guilty of these practices will be subject to removal from KSC employment. Anyone aware of acts or omissions contrary to this policy is urged to immediately contact the BN SGM at 724-7747, or commercial telephone 0503-324-7747, HQ, KSC BN.

Adam L. Lowmaster
ADAM L. LOWMASTER
LTC, IN
Commanding