

Title: TRANSPORTATION ASSISTANT (PERSONAL PROPERTY) RPA 847084

Series, Grade, Vacancy Number: S-2102-06 100 LRS VA16 RPA 847084
Location: RAF Mildenhall
Wage: £9.65 per hour
Hours: 37.50 hours per week
Duration: Permanent
Date Posted: 12 December 2016
Closing Date: 26 December 2016

Description: You will be responsible for providing advice to personnel regarding their entitlements for shipment and storage of personal property and vehicles to both domestic and international locations. You will advise on various topics such as weight allowance, prohibited items, restrictions, shipping pets, and procedures relating to temporary storage of goods and various methods available. You will prepare applications based on information and documents received, regulations and carrier's tariffs. You will determine mode and method of transportation based on weight of shipment, destination, etc. You will plan, book and route personal property, estimate cost savings, time involved, arrival, storage in transit and purposes as well as explain and prepare customs documents for various overseas countries. You will prepare documents through finance and also requests to cover excess costs, as well as other administrative tasks.

Please provide detailed work experience as it relates to the required competencies listed below as this will be used to determine your qualifications for this position.

1. Knowledge of, or ability to learn and apply the full range of transportation operations as related to the shipment of personal property.
2. Knowledge of, or ability to learn and apply the instructions, regulations, directives, local operating procedures, governing entitlements, and shipment of personal property.
3. Ability to analyze, correlate and evaluate transportation data.
4. Ability to respond to a range of questions from government agencies, activity personnel, customers, commercial carriers, and/or others regarding the shipment and storage of household goods.
5. Ability to communicate effectively, both orally and in writing.

OTHER SIGNIFICANT FACTORS:

1. Typing and computer operation is performed; however, a qualified typist is not required.
2. May be assigned other duties not described in this position description, but that are appropriate to the grade and skill set of the incumbent.

WHO CAN APPLY: Citizens of the UK, Nationals of European Community (EC) Countries, and Commonwealth Citizens, other Foreign Nationals, and Stateless persons provided no restrictions have been imposed as a condition of continued residency in the UK. Proof of identification in the form of a photo ID will be required, for example a Driving license or current passport. All successful applicants will require a security clearance. Please note Pre-appointment Security Clearance requirements may delay start date.

HOW TO APPLY: Interested candidates **must** complete a RAF Mildenhall, LNDH Employment Application obtainable from the Civilian Personnel Webpage: www.mildenhall.af.mil/info/100th-force-support-squadron/civilian-personnel and following the instructions on the webpage, Current vacancies for non-US. **Applicants will need to submit necessary documents with the application form to demonstrate that they are able to work in the United Kingdom. Incomplete application packages will not be considered.** All applications, with relevant attachments and/or CV/Resume can be submitted via email to the email listed on the last page of the application form or mailed to 100 FSS/FSMC (LNDH), Unit 4702, RAF Mildenhall, Suffolk IP28 8NF.

Please ensure to include the Title, Series, Grade, Location, and Vacancy Number on the top of the application and in the subject line of any email correspondence.

Benefits include paid annual and sick leave and opportunity to join Group Stakeholder Pension Scheme. For additional information contact the LNDH team on 01638 5434955.

EQUAL OPPORTUNITY EMPLOYER: There will be no discrimination in employment practices based on gender, age, marital status, disability, race, nationality, religion or beliefs, sexual orientation, being or not being a member of a trade union