

Job Title:	Supply Technician	PP-SRS-GRD:	S-2005-07
Location:	RAF Alconbury	Vacancy Number	VA24 RPA 364690
Open Date:	26 March 2024	Close Date	2 April 2024
Work Hour Per Week	37.5 hours	Salary (Per Hour)	£13.27- £18.10

NOTE: Several vacancies may be available - multiple selections can be made from this announcement

Main Purpose

We are currently seeking a highly skilled and motivated individual to join a premier team of Supply Technicians at 423 Civil Engineering Squadron, Royal Air Force Alconbury, United Kingdom.

The primary purpose of this position is to ensure that the Operations Flight has the necessary supplies and materials to perform its customer support functions. To assist technical personnel with tasks as appropriate and to take-on low complexity technical tasks to enable senior technicians to focus on more complex and mission-critical tasks. The Incumbent will perform supply officer work, conduct extensive searches for information pertaining to complex and/or unusual supply transactions and patterns, determine stock levels needed for non-recurring, specialized items and provide support for Work Order processing and design, and operations maintenance (O&M) functions. Will also perform customer service support work.

If you're looking for a challenging, gratifying career supporting the US Visiting Forces in the United Kingdom -- this job is for you; apply today!

Knowledge and Experience Required

Applicants must demonstrate the following:

1. Knowledge of governing supply regulations, procedures, methods, and instructions; understanding their application to supply functional, operational, and program requirements and; applying basic analytical methods and techniques.
2. Knowledge of facilities layout and components of building systems to include the ability to learn how to read drawings, plans, and specifications; using this information to analyze/assist in review of facility designs.
3. Knowledge of current automation technology and practices, (*i.e.*, computer added design, drafting, drawing, estimating, material acquisition, database systems, enterprise information management systems and basic mathematics to compute quantities and prepare cost estimates.
4. Ability to communicate orally and in writing; to receive, screen, review, and verify supply documents and resolve discrepancies including the ability to access or locate information through the electronic means (*i.e.*, computers) to research, analyze, interpret and apply the applicable rules, regulations and procedures.
5. Ability to identify, read, interpret, and apply applicable reference material, such as supply regulations, manuals, catalogs, records, orders, etc., to accomplish tasks and resolve complex supply problems and to resolve complex supply problems and/or deviate from normal supply management procedures or program requirements.

Other Important Information

- Hours of work:0800-1600 Mon-Fri Start & end times may be modified due to mission needs and in accordance with organization's flexible working policies.
- Will be required to handle and safeguard sensitive information in accordance with applicable US and UK laws, rules, and regulations.
- Must obtain and maintain the appropriate security clearance.
- May be assigned other duties that are appropriate to the grade and skill set of the employee.
- May be required to travel by military and/or civilian aircraft in the performance of official duties or attend necessary training. Position may be coded as mission essential.
- A 6-month probationary period will be required.
- Overtime may be required.
- May be required to travel overnight to US or other countries in the performance of official duties or attend necessary training.

Other significant facts pertaining to this position are:

1.Employee may be required to work other than normal duty hours, which may include evenings, weekends, and/or holidays. Overtime and/or emergency overtime may be required but cannot be guaranteed and should not be expected.

You must provide a copy of transcripts/ proof of qualifications/ certificates related to the duties of the position when submitting your application.

Benefits

- 25 days Annual Leave + UK Bank Holidays, Annual Leave year-to-year carryover in accordance with program policy
- Paid Sick Leave; year-to-year carryover in accordance with program policy
- Pension Scheme
- Life Assurance Scheme
- Employee Assistance Program (EAP)
- Free on-site parking
- Specialized Training provided throughout entire period of employment
- Development opportunities available
- Time off, cash and honorary awards and recognition available for significant contributions and consistent high performance
- Free access to on-site gym facilities

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.
- Applicants who have a minimum of five years consecutive residency in the UK are considered for this position; however, those who do not meet this criterion will be considered on a case-by-case basis. All successful applicants will require a security clearance.
- Please note pre-appointment security clearance requirements may delay start date.
- Proof of identification in the form of a photo ID will be required, for example a driving license or current passport.
- This position may have certain restrictions to US citizens due to the Status of Forces Agreement. For additional information contact the LNDH team on 01638 544955.

How To Apply

Interested candidates must complete an application form obtainable from the Civilian Personnel Website;
https://www.mildenhall.af.mil/Portals/9/documents/civ_pers/AFD-150724-024.pdf?ver=2016-04-28-085219410.

All applications must submit the following documents via email to 100fss.fsmc6@us.af.mil and received prior to the closing date to be considered for the position.

Required Documents

- LNDH Application
- Curriculum Vitale and/or Resume

Optional Documents

- Transcripts
- Certifications
- Letters of Recommendation
- Right to Work Documentation

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.

