



<b>Job Title:</b>	Office Assistant (Secretary)	<b>PP-SRS-GRD:</b>	S-0318-06
<b>Location:</b>	RAF Lakenheath	<b>Vacancy Number</b>	252955
<b>Open Date:</b>	14 March 2024	<b>Close Date</b>	28 March 2024
<b>Work Hour Per Week</b>	37.5 hours	<b>Salary (Per Hour)</b>	£12.98 - £17.58

**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 Office Assistants at 48 Fighter Wing, Royal Air Force Lakenheath, United Kingdom.

The primary purpose of this position is to serve as the principal office assistant performing various administrative and clerical duties in support of the organization. The successful applicant will perform office automation support using multiple automated programs and software such as databases, spreadsheets, and graphics in support of the administrative and clerical work. The position is in a multi-layered organization, with subordinate groups which differ from each other in terms of subject matter, functions, relationships with other organizations, and administrative requirements. There is a system of formal internal procedures and administrative controls, formal coordination among subordinate units, and a formal progress reporting system which is sufficiently complex to require continuous attention on the part of the secretary. In addition, they will receive telephone calls, greets visitors, and ascertains the nature of the calls or visits and maintain supervisor's calendar, coordinates meeting arrangements, and schedules meetings and/or conferences. They will use multiple office automation software with varied functions to produce a wide range of documents that often require complex formats, such as graphics or tables within text, editing and reformatting electronic drafts, and updating or revising existing databases or spreadsheets.

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 extensive rules, procedures, operations, functions, and commitments applied to secretarial and clerical assignments to perform the procedural and administrative work of the office, such as screening calls and visitors, maintaining supervisor's calendar, preparing, reviewing, and editing documents, locating, and assembling information for various reports, maintaining files/records, and making and preparing travel arrangements.
2. Knowledge of correct grammar, spelling, punctuation, capitalization, and format to accurately prepare and edit written correspondence and reports, and transcribed material.
3. Knowledge of various office automation software programs, tools, and techniques to support office operations and produce a variety of documents such as letters, reports, spreadsheets, databases, and graphs.
4. Skill in typing; a qualified typist is required.
5. Ability to communicate effectively, both orally and in writing.

### **Other Important Information**

- Hours of work: Mon-Fri 0730-1600. 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. The incumbent will be observing US Federal holidays in lieu of UK Public holidays
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### **Benefits**

- 25 days Annual Leave + US Federal 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](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](mailto: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.

