

Title: SUPPLY TECHNICIAN

RPA 799779

Series, Grade, Vacancy Number: S-2005-07 48 CES VA16 RPA 799779
Location: RAF Feltwell
Wage: £10.82 per hour
Hours: 37.50 hours per week
Duration: Permanent
Date Posted: 05 December 2016
Closing Date: 19 December 2016

Description: You will provide supply operations support pertaining to specialized and unique supplies, equipment and parts or other items that are unique and may be seldom handled. You will conduct extensive searches for information pertaining to complex and/or unusual supply transactions and patterns. You will provide supply support for production, overhaul, repair or other operations for equipment and/or parts requiring special handling. You will be responsible for determining stock levels, changing customer needs, and projected depletion as well as sourcing complex catalogues, databases and information to locate more cost effective substitutes and new products. You will also have to resolve discrepancies as well as research manuals, regulations, plans and other directives for evaluation/development of new or revised policies and procedures. You will also compile statistics from data requiring substantial analysis, interpretation and development of new formats using various office automation software.

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 supply functions, operations, program requirements and work methods.
2. Knowledge of data entry and processing of supply transactions in an automated supply system using correct grammar to accurately prepare and edit written correspondence and reports and various office automation software programs to produce a variety of documents, such as letters, reports, spreadsheets, databases and graphs.
3. Ability to read, interpret, and apply applicable reference material, such as supply manuals, catalogues, records, order, etc., to accomplish tasks and resolve complex supply problems; and to apply basic analytical methods and techniques to resolve complex supply problems and or deviate from normal supply management procedures or program requirements.
5. Ability to receive, screen, review and verify supply documents and resolve discrepancies.
6. Ability to communicate effectively, both orally and in writing.

OTHER SIGNIFICANT FACTORS:

1. May be required to work other than normal duty hours and tours of duty such as rotating shifts, overtime, and weekends.
2. May be assigned other duties 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