



Several vacancies may be available - multiple selections may be made

Job Title:	Inventory Technician (S-2005-07)
Location:	RAF Alconbury
Vacancy Number:	128926
Close Date:	Open Until Filled
Hours and Schedule:	37.5 hours per week: Fixed schedule (Mon-Fri 0800-1600)
Hourly Pay:	£14.72 - £20.08

Benefits:

- **Competitive Salary:** the starting salary for this position is £14.72
- **Holiday:** 25 Days Annual Leave + UK Bank holidays
- **Paid Sick Leave**
- **Pension Scheme**
- **Free On-Site Parking**
- **Employee extras such as:** Life Assurance scheme, Employee Assistance Program, Specialized Training, Developmental Opportunities, Receive time off, cash, and honorary awards for significant contributions

Job Description

As the Inventory Technician at the RAF Alconbury Furnishings Management Section, you will lead the critical mission of managing the inventory of furnishings and appliances dedicated to service members and their families. In this role, you will maintain rigorous oversight of property accounts, execute individual transactions, and conduct extensive data searches to resolve complex supply anomalies. By monitoring usage patterns, project demands, and seasonal variations, you will strategically project stock levels to ensure essential items are consistently available to support arriving and departing personnel.

Beyond database upkeep, you will actively order new furnishings and appliances as required and maintain meticulous records of every asset in the inventory. Your analytical skills will be key as you generate recurring and specialized reports that provide leadership with clear visibility into asset readiness and stock status. If you are a detail-oriented professional ready to deliver vital support to our military community in the UK, this foundational logistics role offers a direct way to impact quality of life on base.

Qualifications and/or Key skills

One years specialized experience demonstrating the key skills listed

- Knowledge of governing supply regulations, procedures, and instructions; and supply functions, operations, program requirements, and work methods.
- Knowledge of data entry and processing of supply transactions in an automated supply system; correct grammar, spelling, punctuation, capitalization, and format to accurately prepare and edit written correspondence and reports; and 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,
- Skill in typing, a qualified typist is required.
- Ability to 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 apply basic analytical methods and techniques to resolve complex supply problems and/or deviate from normal supply management procedures or program requirements.
- Ability to receive, screen, review, and verify supply documents and resolve discrepancies.

Other Significant facts

- You will be required to handle and safeguard sensitive information in accordance with applicable US and UK laws, rules and regulations. This position may also be coded as mission essential.
- You will be required complete a 6-month probationary period and may be required to travel via military/civilian aircraft for official duties or training as required.
- Start & end times may be modified due to mission needs and in accordance with organization's flexible working policies. Overtime may be required and you may be assigned other duties not included in this position description, but that are appropriate to the grade and skill set of the incumbent.
- You must be able to communicate effectively both orally and in writing.
- Must be qualified to operate the various vehicles and machinery typically used in warehouses such as forklift trucks, automated material handling and identification equipment, mobile stock selectors, and high rise automated stock selection and retrieval equipment (or learn to operate this equipment within 3 months of hire).
- You will act as an alternate Government Purchase Card (GPC) holder
- You will be responsible to certify charges to customers for the loss or damage of government owned property.

NOTE: You will require a security clearance and a right to work in the UK

This position may have certain restrictions on US citizens including US dual nationals due to the Status of Forces Agreement. For additional information contact the LNDH team on 01638 544955.

LNDH Application: <https://forms.osi.apps.mil/r/HiHn37upJw>

Supporting Documents to be submitted via email to 100fss.fsmc6@us.af.mil

