



Several vacancies may be available - multiple selections may be made

Job Title:	Quality Assurance Specialist (Furnishing) - S-1910-08
Location:	RAF Alconbury
Vacancy Number:	409885
Close Date:	Open Until Filled
Hours and Schedule:	Fixed Schedule: Mon-Fri 0800-1630
Hourly Pay:	£16.10 - £22.20

Benefits:

- **Competitive Salary:** the starting salary for this position is £16.10
- **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

This position manages and oversees all recurring and non-recurring housing work under the Changeover Maintenance process, blanket purchase agreements for furnishings, and appliance maintenance and delivery contracts. Serving as the primary point of contact, the incumbent tracks local work requirements, maintains property accounts, and coordinates with contract points of contact to support personnel at RAF Alconbury, RAF Molesworth, RAF Wyton, the Officer Flying School, and the Space Program.

You will develop inspection schedules aligned with Quality Assurance Surveillance Plans, performing complex inspections of housing facilities and dormitories to ensure contractor compliance. Key administrative duties include managing property records, determining optimal stock levels for specialized items based on fluctuating demand, and compiling data to produce regular status and performance reports.

Qualifications and Key skills

A valid UK Driver's license (Category B), one years Specialized Experience that demonstrates a practical knowledge in monitoring, controlling, or maintaining the quality of products or services in quality assurance, procurement, inspection, production, or related areas.

Experience in the Key skills listed below:

- Knowledge of quality assurance sampling and control methods, principles and practices, including statistical analysis and sampling techniques.
- Knowledge of pertinent service characteristics, methods and processes and of inspection techniques and safety practices and procedures.
- Knowledge of engineering and architectural plans and specification sufficient to read and interpret service contract requirements.
- Knowledge of the relationship of Quality Assurance to other activities such as contract administration, engineering, and supply.
- Skill in interpreting and applying service contract specification, technical data, regulations, policy statements and other guidelines and conducting studies and investigations, problem analyses, and developing logical and appropriate recommendations.
- Ability to communicate effectively, both orally and in writing; skill in establishing effective interpersonal relationships.

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 may be required to travel by military and/or civilian aircraft, and you may also be required to travel to the US or other country, in the performance of official duties or attend necessary training.
- You will be required to complete a 6-month probationary period.
- 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 may be required to operate a two-way handheld radio and/or mobile phone and may be subject to 24/7 on-call recall to resolve urgent appliance, dorm, or Family Housing issues, requiring phone coordination or commuting to RAF Alconbury.
- You must maintain proficiency with 423 CES BPA/Appliance software and Housing databases (training provided if necessary).
- The Local National Direct Hire (LNDH) Program does not participate in regular drug testing; However, You may be subject to drug testing only upon reasonable suspicion or following a safety mishap/accident.

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

