



Several vacancies may be available - multiple selections may be made

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| Job Title: | Warehouse Technician (Furnishings) – W-6907-04 |
| Location: | RAF Alconbury |
| Vacancy Number: | 409890 |
| Close Date: | Open Until Filled |
| Hours and Schedule: | Fixed Schedule: Mon-Thurs 0730-1600/ Fri 0730-1500 |
| Hourly Pay: | £13.86 - £15.16 |

Benefits:

- **Competitive Salary:** the starting salary for this position is £13.86 an hour
- **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

The primary purpose of this position is to execute and oversee a full range of warehousing operations, including receiving, storing, issuing, and shipping materials. Key responsibilities include coordinating receiving activities by verifying quantities and logging data into automated systems, as well as optimizing storage space by utilizing preservation techniques to protect stock. Additionally, the role involves selecting and assembling items for shipment, assisting with physical inventories, and managing the issuance and replenishment of self-help supplies for base housing residents.

Operational duties also require the safe utilization of automated material handling equipment, such as mobile stock selectors and high-rise retrieval vehicles, to move and position inventory. The incumbent is responsible for maintaining accurate records of all transactions, performing comprehensive quality reviews of warehouse functions, and strictly adhering to established safety rules and regulations to prevent damage or injury.

Qualifications and Key skills

A valid UK Driver's License (category B) is required, plus clear demonstration of the Key skills indicated below.

- Knowledge of accepted warehousing methods, procedures, and material handling techniques; and of warehousing functions such as material receiving, storage, issuing, and preservation.
- Knowledge of warehouse configurations, storage requirements for particular commodities, and storage documentation requirements; and of inventory procedures.
- Knowledge of regulations, procedures, and policies related to records maintenance and documentation; and of safety regulations, practices, and procedures.
- Skill in the use of automated material processing equipment and systems.
- Ability to prepare inventory and production reports; and to screen shipping and receiving documents for discrepancies.
- Ability to interpret and apply instructions pertaining to material handling; and to maintain tools, equipment, and work area in a neat, clean, and orderly manner.

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. Emergency 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.
- You must be able to communicate effectively both orally and in writing.
- You may be required to train and/or guide other personnel in performance of material handling duties.
- It is a requirement that you pass a pre-employment physical for this role.

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