



<b>Job Title:</b>	Procurement Technician	<b>PP-SRS-GRD:</b>	S-1106-07
<b>Location:</b>	Wyton	<b>Vacancy Number</b>	711750
<b>Open Date:</b>	20 January 2025	<b>Close Date</b>	10 February 2025
<b>Work Hours Per Week</b>	37.50	<b>Salary (Per Hour)</b>	£13.27 - £18.10

***Several vacancies may be available - multiple selections may be made***

We are currently seeking a highly skilled and motivated individual to join a premier team of Procurement Technicians at the Defense Contracting Management Agency (DCMA), located at Royal Air Force (RAF) Wyton, United Kingdom.

**What will be your primary role?**

The primary duty of this position is to serve as a Procurement Technician (PT) on a Contract Administration Team and is assigned a group of contracts, of varying complexity, for which certain contract administration duties are performed. The incumbent assists in collecting and analyzing information pertaining to the administration of a wide range of contracts. Assists other contracts personnel in resolving problems and completing contract closings. Performs qualified tasks, reviews, updates and maintains database as Trusted Agent with authorized access. For assigned less complex contract workload, researches all databases and program/contract files to assure that all requirements of the contracts have been met, ensures that all functional action items have been closed, and makes sure that all commitments to the customer have been satisfied. Provides technical and transactional support to team members and assigned customers, as required. Maintains contact with customer and contractors under established contracts to discuss and attempt to resolve difficulties related to scheduling deliveries, availability of goods and meeting terms of purchase agreements, etc.

For specific qualification requirements for this position, you can visit:

<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=Group-Standards>

## **We offer fantastic company benefits include:**

- **Competitive salary:** the starting salary for this position is **£25,876.50 per annum**
- **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, Development Opportunities, Fitness Facilities, Receive time off, cash, and honorary awards for significant contributions

## **Why the US Air Force/Royal Air Force civilian employment?**

U.S. Air Forces in Europe - United Kingdom (USAFE-UK), a forward detachment of USAFE, is headquartered at RAF Mildenhall, England a premier employer of over 1,200 local national employees with a right to work in the United Kingdom. Our jobs ranging from Administrative; Logistics; Trade and Labor (Heating, Ventilation, & Air Conditioning (HVAC), electrician, plumbers, and general Maintenance); Civil Engineers, Lawyers, Doctors and Administrative and Management positions. The organization further serves as the focal point for overseas negotiations with His Majesty's government on a wide range of issues. Our team is dedicated to excellence, innovation, and the highest standards of operational readiness.

## **What are the Key Skills required for this role?**

- Knowledge of a body of standardized rules, procedures or operations that require considerable training and experience to perform the full range of standard clerical assignments and resolve recurring problems.
- Knowledge of procurement documentation and verification, and processes regulations and guidelines.
- Knowledge of various office automation software programs, tools, and techniques to support office operations and produce a variety of documents to include spreadsheets, databases and graphs.
- Ability to locate, access, and extract information through use of office automation hardware and software.
- Ability to locate, assemble, and compose information for routine reports, inquiries, and nontechnical
- correspondence; communicate effectively, both orally and in writing; and plan, organize work, and meet deadlines.
- Ability to compile and organize procurement data.

## What are the conditions of employment for this role?

You will be required to handle and safeguard sensitive information in accordance with applicable US and UK laws, rules and regulations.

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, this position may also be coded as mission essential.

You will be required to complete a 6-month probationary period.

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.

Must be able to communicate effectively both orally and in writing.

Formal and on the job, training is provided to attain required qualifications.

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

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

[Application for Local National Direct Hire \(LNDH\) - Employment with United States Air Force \(apps.mil\)](#)

Supporting Documents to be submitted via email to [100fss.fsmc6@us.af.mil](mailto:100fss.fsmc6@us.af.mil)