



Several vacancies may be available - multiple selections may be made

Job Title:	Supply Technician, S-2005-05
Location:	RFA Lakenheath
Vacancy Number:	0014341
Close Date:	Open Until Filled
Hours and Schedule:	37.5 hours per week, Mon-Fri 0730-1600
Hourly Pay:	£14.08-£18.94

Benefits:

- **Competitive Salary:** the starting salary for this position is £14.08 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 perform tasks concerned with the receipt, storage, issue, and replenishment of a wide variety of supplies. The individual will maintain stock levels for authorized supplies, as well as, maintain property accounts and records, complete individual transactions, screening reference files, conducting data searches, and distributing output files. Will perform document control work involved in the processing of supply transactions and provide assistance to customers, storage depots, or other organizations. Performs general clerical support work.

Qualifications and Key skills

- A valid UK CAT B driving license.

1. Knowledge of supply regulations, policies, procedures, techniques, and methods.
2. Knowledge of policies and procedures for requisition and stock control.
3. Knowledge of general office administrative and clerical procedures.
4. Knowledge of data entry and processing of supply transactions in an automated supply system.
5. Ability to research, compile, and analyze supply information and data; receive, screen, review, verify, and maintain supply documents; and resolve discrepancies.
6. Ability to communicate effectively, both orally and in writing.

Other Significant facts

1. 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.
2. 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.
3. You will be required to complete a 6-month probationary period.
4. 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.
5. You must be able to communicate effectively both orally and in writing
6. May be assigned other duties not included in this position description, but that are appropriate to the grade and skill set of the incumbent.
7. The Local National Direct Hire (LNDH) Program does not participate in regular drug testing; however, positions covered by this document may be subject to drug testing upon reasonable suspicion of substance abuse, and safety mishap or accident testing.

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