



Several vacancies may be available - multiple selections may be made

Job Title:	Furnishings Management Customer Service Assistant, S-2005-07
Location:	RAF Feltwell
Vacancy Number:	318760
Close Date:	5 June 26
Hours and Schedule:	37.5 hours per week, Mon-Fri 0800-1630
Hourly Pay:	£14.72-£20.08

Benefits:

- **Competitive Salary:** the starting salary for this position is £ 14.72 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 a variety of customer service and operational duties within the Furnishing Management Section, managing Government loaner furniture and appliances for military and civilian personnel. Key responsibilities include executing Furnishing Management Section services, assisting with appliance repair support, maintaining customer files in accordance with established standards, and coordinating out-processing tasks for departing customers.

Qualifications and Key skills

To qualify for this position, applicants must possess a minimum of one year of experience in supply operations and inventory management. This experience must demonstrate a strong working knowledge of governing supply regulations, policies, and procedures, along with the ability to interpret housing and facility management directives to coordinate the distribution of furnishings. Candidates must be skilled in executing data entry and processing transactions within automated inventory systems, including conducting information searches and auditing records. Additionally, the role requires proven skills in digital database management alongside the ability to communicate effectively, both orally and in writing, with a diverse range of individuals.

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 subject to temporary duty assignments.

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