



Several vacancies may be available - multiple selections may be made

Job Title:	Administration Assistant, S-0326-05
Location:	RAF Lakenheath
Vacancy Number:	920571
Close Date:	Open Until Filled
Hours and Schedule:	37.5 hours per week (Mon-Fri 0800-1600)
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 deliver comprehensive administrative and clerical support by leveraging diverse office automation tools to produce a wide range of highly formatted documents, reports, and professional correspondence. The incumbent manages the end-to-end processing of incoming and outgoing communications, publications, and official directives, ensuring accuracy and regulatory compliance. Serving as the primary point of contact, they facilitate professional front-office operations by greeting visitors and directing telephone inquiries, while systematically establishing and maintaining critical physical and digital records to support daily mission-essential workflow.

Qualifications and Key skills

To qualify for this position, candidates must possess at least one year of specialized experience demonstrating a comprehensive knowledge of various office automation software, tools, and techniques to produce and edit diverse documents, including letters, reports, spreadsheets, databases, and graphs. This experience must reflect a strong command of correct grammar, spelling, punctuation, capitalization, and formatting rules to accurately prepare both routine and nontechnical correspondence. Additionally, the role requires a qualified typist with established skill in typing, alongside a thorough understanding of the clerical procedures, formats, and operations necessary to process mail, maintain organized files, screen telephone calls and visitors, and assemble information from disparate sources.

Finally, candidates must demonstrate the ability to locate and compile data for inquiries and the ability to communicate effectively, both orally and in writing, using a high degree of tact and courtesy in all professional interactions.

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. The incumbent must have the ability to type a minimum of 40 WPM.
7. May be required to handle and safeguard sensitive information in accordance with regulations to reduce potential compromise.

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