



US Visiting Forces

Local National Direct Hire (LNDH)

Job Title:	Warehouse Supervisor	PP-SRS-GRD:	S-2005-09
Location:	RAF Feltwell	Vacancy Number	VA23 48 CES RPA 232752
Open Date:	20 November 2023	Close Date	5 December 2023
Work Hour Per Week	37.5	Salary (Per Hour)	£15.87 - £22.02

NOTE: Several vacancies may be available - multiple selections can be made from this announcement

Main Purpose

We are currently seeking a highly skilled and motivated individual to join a premier team of Supply Technicians at the 48 Civil Engineering Squadron, Royal Air Force Feltwell, United Kingdom.

The primary purpose of this position is to serve as a first level supervisor, providing planning, directing, organizing, and exercising control over supervisory and non-supervisory employees assigned to the Furnishings Management Warehouse section. The successful applicant will plan, organize, and direct the activities of the Furnishings Management Warehouse section, ensuring that maintenance and supply work complies with legal and regulatory requirements and meets customer needs. They will exercise supervisory personnel management responsibilities and represent the customer support and equipment accountability elements with a variety of installation and functional area organizations. In addition, they will perform periodic inventory and storage management activities to maintain sufficient supplies for FMS to maintain accurate accounting of supplies on hand or to be ordered and will perform duties as the Primary building/facility manager.

If you're looking for a challenging, gratifying career supporting the US Visiting Forces in the United Kingdom -- this job is for you; apply today!

Knowledge and Experience Required

Applicants must demonstrate the following:

1. Knowledge of governing supply regulations, procedures, and instructions.
2. Knowledge of supply functions, operations, program requirements, and work methods.
3. Knowledge of safety, security, personnel management, and EEO regulations, practices, and procedures.
4. Ability to plan, organize, and direct the functions and staff of an organization.
5. Ability to read, interpret, and apply applicable reference material, such as supply regulations, manuals, catalogs, records, orders, etc., to accomplish tasks and resolve complex supply problems.
6. Ability to apply basic analytical methods and techniques to resolve complex supply problems and/or deviate from normal supply management procedures or program requirements

Other Important Information

- Hours of work: 0800-1630. Start & end times may be modified due to mission needs and in accordance with organization's flexible working policies.
- Will be required to handle and safeguard sensitive information in accordance with applicable US and UK laws, rules, and regulations.
- Must obtain and maintain the appropriate security clearance.
- May be assigned other duties that are appropriate to the grade and skill set of the employee.
- May be required to travel by military and/or civilian aircraft in the performance of official duties or attend necessary training. Position may be coded as mission essential.
- A 6-month probationary period will be required.
- Overtime may be required.
- May be required to travel overnight to US or other countries in the performance of official duties or attend necessary training.

Other significant facts pertaining to this position are:

1. May be required to carry a government cellphone.
2. May be required to participate in contingency situations, both real world and exercise.
3. Must have a valid Category B driver's license.

Benefits

- 25 days Annual Leave + UK Bank Holidays, Annual Leave year-to-year carryover in accordance with program policy
- Paid Sick Leave; year-to-year carryover in accordance with program policy
- Pension Scheme
- Life Assurance Scheme
- Employee Assistance Program (EAP)
- Free on-site parking
- Specialized Training provided throughout entire period of employment
- Development opportunities available
- Time off, cash and honorary awards and recognition available for significant contributions and consistent high performance
- Free access to on-site gym facilities

Who Can Apply

- Citizens of the UK, Nationals of European Community (EC) Countries, and Commonwealth Citizens, other Foreign Nationals, and Stateless persons provided no restrictions have been imposed as a condition of continued residency in the UK.
- Applicants who have a minimum of five years consecutive residency in the UK are considered for this position; however, those who do not meet this criterion will be considered on a case-by-case basis. All successful applicants will require a security clearance.
- Please note pre-appointment security clearance requirements may delay start date.
- Proof of identification in the form of a photo ID will be required, for example a driving license or current passport.
- This position may have certain restrictions to US citizens due to the Status of Forces Agreement. For additional information contact the LNDH team on 01638 544955.

How To Apply

Interested candidates must complete an application form obtainable from the Civilian Personnel Website;
https://www.mildenhall.af.mil/Portals/9/documents/civ_pers/AFD-150724-024.pdf?ver=2016-04-28-085219410.

All applications must submit the following documents via email to 100fss.fsmc6@us.af.mil and received prior to the closing date to be considered for the position.

Required Documents

- LNDH Application
- Curriculum Vitale and/or Resume

Optional Documents

- Transcripts
- Certifications
- Letters of Recommendation
- Right to Work Documentation

Equal Opportunity Employer

There will be no discrimination in employment practices based on gender, age, marital status, disability, race, nationality, religion or beliefs, sexual orientation, being or not being a member of a trade union.

