



US Visiting Forces

Local National Direct Hire (LNDH)

Job Title:	Administrative Assistant	PP-SRS-GRD:	S-0303-06
Location:	RAF Lakenheath	Vacancy Number	VA23 48 SFS RPA 235441
Open Date:	21 November 2023	Close Date	5 December 2023
Work Hour Per Week	37.5	Salary (Per Hour)	£11.56-£15.66 under 23 £11.84-£16.04 23 years and above

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 Unit program Coordinators at the 48 Security Forces Squadron, Royal Air Force Lakenheath, United Kingdom.

The primary purpose of this position is to serve as the primary/alternate point of contact to the squadron commander/director for administrative support programs to include but not limited to task management, EPR/Decorations Coordinator, Government Travel Card (GTC) program, Defense Travel System (DTS) administrator, drug demand reduction program, Government Purchase Card (GPC) program, safety program, Automated Data Processing Equipment (ADPE) accounts, Records Custodian, Leave-web Monitor, Case Management System (CMS), Military Personnel Data System (MiLPDS) updates, and civilian timecard program. You will also directly assist the Commander in the management of all administrative support program functions, performing clerical and administrative work in support of the office/organization, and serve as the subject matter expert on mandated administrative support programs.

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 the organizational and functional responsibilities and operations of an organization is desirable.
2. Knowledge of various office automation software programs, tools, and techniques to support office operations and produce a variety of documents such as letters, reports, spreadsheets, databases, and graphs.
3. Skill in fact-finding, problem analysis, problem resolutions, and development of concrete action plans to solve problems.
4. Ability to gather, analyze and present facts, communicate effectively, using tact and courtesy and possess the ability to plan, organize work, and meet deadlines.
5. Ability to plan and organize management programs and functions of an organization.

Other Important Information

- Hours of work: Mon-Fri 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. Overtime and/or emergency overtime may be required but cannot be guaranteed and should not be expected.
2. Required to handle and safeguard sensitive information in accordance with regulations to reduce potential compromise; must obtain and maintain the appropriate security clearance.

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.

