



| | | | |
|---------------------------|-------------------|--------------------------|------------------------|
| Job Title: | Supply Technician | PP-SRS-GRD: | S-2005-07 |
| Location: | RAF Feltwell | Vacancy Number | VA23 48 CES RPA 245607 |
| Open Date: | 23 November 2023 | Close Date | 7 December 2023 |
| Work Hour Per Week | 37.5 | Salary (Per Hour) | £12.61 - £17.23 |

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 provide supply operations support pertaining to specialized or unique supplies, equipment, and parts requiring unusual degrees of protection in shipment and storage, or other items that are unique to the organization's mission or are seldom handled. The successful applicant will conduct extensive searches for information pertaining to complex and/or unusual supply transactions and provide supply support for production, overhaul, repair, or other operations for equipment and/or parts requiring special handling. In addition, they will prepare recurring and special reports while performing administrative office support functions using multiple office automation software with varied functions to produce a wide range of documents that often require complex formats, such as graphics or tables within text, editing and reformatting electronic drafts, and updating or revising existing databases or spreadsheets. As part of the role, they will maintain cooperative working relationships with team members, related functions, and operating officials.

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; and supply functions, operations, program requirements, and work methods.
2. Knowledge of data entry and processing of supply transactions in an automated supply system; correct grammar, spelling, punctuation, capitalization, and format to accurately prepare and edit written correspondence and reports; and 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 typing, a qualified typist is required.
4. 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; and to apply basic analytical methods and techniques to resolve complex supply problems and/or deviate from normal supply management procedures or program requirements.
5. Ability to receive, screen, review, and verify supply documents and resolve discrepancies.
6. Ability to communicate effectively, both orally and in writing.

Other Important Information

- Hours of work: Mon-Fri 0800-1600. 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. A Category B driving license is required.

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.

