



Several vacancies may be available - multiple selections may be made

Job Title:	Supply Technician S-2005-07
Location:	RAF Mildenhall
Vacancy Number:	101928
Close Date:	Open Until Filled
Hours and Schedule:	37.5 Hours per week on a fixed schedule Mon-Fri
Hourly Pay:	£14.72 - £20.08

Benefits:

- **Competitive Salary:** the starting salary for this position is £14.72
- **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 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.

You will assist the Inventory Management section of the Logistics Readiness Squadron, ensuring that the activity complies with legal and regulatory requirements and meets mission needs as well as assist in accomplishing inventories by counting items and properly completing tally listings and other inventory documents.

You will operate automated material handling and identification equipment and perform administrative office support functions and maintain cooperative working relationships with, related functions, and operating officials.

Qualifications and Key skills:

One year of specialized experience as per the key skills listed below:

- Knowledge of governing supply regulations, procedures, and instructions.
- Knowledge of supply functions, operations, program requirements, and work methods.
- Knowledge of data entry and processing of supply transactions in an automated supply system.
- 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.
- Ability to apply basic analytical methods and techniques to resolve complex supply problems and/or deviate from
- normal supply management procedures or program requirements.
- Ability to receive, screen, review, and verify supply documents and resolve discrepancies.

Conditions of employment

- 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.
- 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.
- You will be required to complete a 6-month probationary period.
- 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.
- You must be able to communicate effectively both orally and in writing.

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