



Several vacancies may be available - multiple selections may be made

Job Title:	Human Resources Assistant (Military) S-0203-07
Location:	RAF Mildenhall
Vacancy Number:	RPA: 402003
Close Date:	Open Until Filled
Hours and Schedule:	37.5 Hours a week on an as rostered schedule
Hourly Pay:	£14.72 - £20.08

Benefits:

- **Competitive Salary:** the starting salary for this position is £14.72
- **Holiday:** Annual Leave + 8 US Federal 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:

You will Perform a full range of tasks for Military Personnel such as assignment, enlistment, re-enlistment, promotion, awards, performance evaluation, routine boards, separation, or similar actions and perform a review of records to determine eligibility for actions.

The position involves serving as a technical authority on all elements of active-duty military personnel and reviewing reports, forms, documentation, and other related information concerning Air Force members and reviews/constructs/maintains military personnel records on all assigned areas.

You will use a variety of office automation hardware and software to perform miscellaneous administrative duties, special actions and other clerical support work pertaining to assigned area of military and review products to identify and correct mismatched data in system.

Qualifications and Key skills:

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

- Knowledge of, and skill in applying, an extensive body of military personnel regulations and procedures relating to transactions processed
- Knowledge of military organizational structure, protocol, and similar matters

- Knowledge of general office administrative and clerical procedures.
- Knowledge of the military personnel automated system and 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.
- Ability to communicate effectively, orally and in writing with significant ability to deal effectively and tactfully with civilian/military personnel of all ranks and at all command levels.
- Skills entering and retrieving personnel action data and correcting data errors in data systems.
- Ability to interpret and apply moderately complex directives pertaining to the area of responsibility.

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
- Personal data, to which the incumbent has access, is controlled by the Privacy Act of 1974 and must be safeguarded appropriately.
- Promotion data are for official use only (FOUO) and are not releasable except as prescribed.

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