



Several vacancies may be available - multiple selections may be made

Job Title:	Supply Technician S-2005-07
Location:	RAF Mildenhall
Vacancy Number:	284351
Close Date:	Open Until Filled
Hours and Schedule:	37.5 Hours per 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:

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 manage expendable and non-expendable supply equipment items for food services through stock control, requisitioning, delivery and inventory control and act as an inventory management specialist maintaining control as custodian of food service equipment accounts.

You will provide supply support for production, overhaul, repair, or other operations for equipment and/or parts requiring special handling and ensure that all incoming shipments of government equipment and supplies are inspected ensuring good warehouse practices are in effect. You will provide assistance to storeroom operations when needed and performs administrative office support functions and maintains cooperative working relationships with team members, related functions, and operating officials.

Qualifications and Key skills

A valid UK Category B driving license is required

- One year's demonstrated experience as per the key skills listed below:

- Knowledge of governing supply regulations, procedures, and instructions; and 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 receive, screen, review, and verify supply documents and resolve discrepancies.
- Ability to apply basic analytical methods and techniques to resolve complex supply problems and/or deviate from normal supply management procedures or program requirements.

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.
- Ability to type a minimum of 40 WPM is highly desirable.
- The work requires the employee to drive a motor vehicle. An appropriate, valid driver's license is required for the position.
- May be required to work other than normal duty hours, which may include evenings, weekends, and/or holidays.

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