



<b>Job Title:</b>	Human Resources Assistant	<b>PP-SRS-GRD:</b>	S-0203-07
<b>Location:</b>	RAF Mildenhall	<b>Vacancy Number</b>	210125
<b>Open Date:</b>	21 Jan 25	<b>Close Date</b>	28 Jan 25
<b>Work Hours Per Week</b>	40.00	<b>Salary (Per Hour)</b>	£13.27 - £18.10

***Several vacancies may be available - multiple selections may be made***

We are currently seeking a highly skilled and motivated individual to join a premier team of HR Assistants (Recruitment and Placement) at the 100 Force Support Squadron, Royal Air Force (RAF) Mildenhall, United Kingdom.

### **What will be your primary role?**

The primary purpose of this position will be to provide Human Resources assistance in recruitment and placement to the Civilian Personnel Office.

The successful applicant will perform a variety of recruitment and placement program support duties, and also compile and generate reports from the Business Objectives database to facilitate monitoring and suspending various critical deadlines on behalf of civilian employees. You will also be responsible for processing a variety of personnel actions and provide data automation support for civilian personnel functions, whilst using multiple office automation software with varied functions to provide a wide range of documents and formats.

At least 1 year of relevant specialized experience is required for this position.

<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=Group-Standards>

## **We offer fantastic company benefits include:**

- **Competitive salary:** the starting salary for this position is **£27,601.60 per annum**
- **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, Development Opportunities, Fitness Facilities, Receive time off, cash, and honorary awards for significant contributions

## **Why the US Air Force/Royal Air Force civilian employment?**

U.S. Air Forces in Europe - United Kingdom (USAFE-UK), a forward detachment of USAFE, is headquartered at RAF Mildenhall, England a premier employer of over 1,200 local national employees with a right to work in the United Kingdom. Our jobs ranging from Administrative; Logistics; Trade and Labor (Heating, Ventilation, & Air Conditioning (HVAC), electrician, plumbers, and general Maintenance); Civil Engineers, Lawyers, Doctors and Administrative and Management positions. The organization further serves as the focal point for overseas negotiations with His Majesty's government on a wide range of issues. Our team is dedicated to excellence, innovation, and the highest standards of operational readiness.

Also known as the "Bloody Hundredth" conducts air refueling and combat support operations throughout the European and African area of responsibility. Directs reception and mobilizes for contingency operations. Base of support for four U.S. Air Force major command flying programs. Supports more than 8,300 military and civilian personnel, dependents, and retirees, to include U.S. Air Forces in Europe-United Kingdom, the 501st Combat Support Wing, 352nd Special Operations Wing, U.S. Army and five other partner units. Located at Royal Air Force Mildenhall in the United Kingdom, the 100 ARW is the only U.S. tanker wing assigned to Europe and Africa refueling U.S. and partner nation aircraft over a span of more than 20 million square miles employing the KC-135 Stratotanker aircraft. The wing also provides critical bridge, aerial medivac and cargo transport capabilities enabling U.S. forces to deploy around the globe in a moment's notice. The United States and the United Kingdom share a special bond nurtured over decades of commitment to our shared values of peace, security and prosperity. The depth of the US and the UK partnership will only grow as together we face the increasingly complex, high-end threats of today and tomorrow.

## **What are the Key Skills required for this role?**

1. Knowledge of an extensive body of recruitment and placement rules, procedures, and operations to perform a wide variety of HR interrelated or nonstandard support work assignments.
2. Knowledge of the DCPDS to input, store, retrieve data and perform quality review of data elements.
3. Knowledge and experience of automation software functions to support a full range of office operations and production of a variety of documents.
4. Skill in researching, analyzing, interpreting and applying personnel guidelines, policies, rules and regulations.
5. Ability to communicate orally and in writing.

## What are the conditions of employment for this role?

You will be required to handle and safeguard sensitive information in accordance with applicable US and UK laws, rules and regulations. 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, this position may also be coded as mission essential. You will be required to complete a 6-month probationary period. 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. Must be able to communicate effectively both orally and in writing. May be required to use own vehicle to meet tentative employees at the visitor center in order to obtain evidence of identity. May be assigned other duties not described in this position description, but that are appropriate to the grade and skill set of the incumbent. Employee may be required to undertake training as directed by management.

**NOTE:** *You will require a security clearance and a right to work in the UK.*

This position may have certain restrictions to US citizens including US dual nationals due to the Status of Forces Agreement. For additional information contact the LNDH team on 01638 544955.

[Application for Local National Direct Hire \(LNDH\) - Employment with United States Air Force \(apps.mil\)](#)

Supporting Documents to be submitted via email to [100fss.fsmc6@us.af.mil](mailto:100fss.fsmc6@us.af.mil)