



<b>Job Title:</b>	Supply Technician	<b>PP-SRS-GRD:</b>	S-2005-07
<b>Location:</b>	RAF Mildenhall	<b>Vacancy Number</b>	VA24 RPA 346752
<b>Open Date:</b>	08 March 2024	<b>Close Date</b>	15 March 2024
<b>Work Hour Per Week</b>	37.5	<b>Salary (Per Hour)</b>	£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 Technician at RAF Mildenhall, Royal Air Force Mildenhall, United Kingdom.

You will 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 or are seldom handled. You will also provide supply support for production, overhaul, repair, or other operations for equipment and respond to specific case requests from offices desiring additional identification data, verification, and/or comparison of one-of-a-kind item.

The role involves conducting extensive searches for information on complex supply transactions and patterns and retrieving data to respond to a variety of inquiries. You will determine stock levels needed for specialized items based on usage, inventory, project demands, seasonal demands, changing customer needs, and projected depletion as well as use multiple office automation software with varied functions to produce a wide range of documents such as graphics or tables within text, editing and reformatting electronic drafts, and updating or revising existing databases or spreadsheets.

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; competitive level proficiency 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: 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:****You must provide a copy of transcripts/ proof of qualifications/ certificates related to the duties of the position when submitting your application.**

1. Ability to type a minimum of 40 WPM is highly desirable.
2. The Local National Direct Hire (LNDH) Program does not participate in regular drug testing, however positions covered by this SCPD/CPD may be subject to drug testing upon reasonable suspicion of substance abuse, and safety mishap or accident testing.
3. A valid category B drivers license is required for this position.

**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](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](mailto: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.

