



Several vacancies may be available - multiple selections may be made

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| <b>Job Title:</b>          | Warehouse Operative (W-6907-04)                                       |
| <b>Location:</b>           | RAF Menwith Hill  |
| <b>Vacancy Number:</b>     | 227649  |
| <b>Close Date:</b>         | 11 July 2026  |
| <b>Hours and Schedule:</b> | 37 hours weekly. Fixed schedule: Mon-Thu 08.00-16.30/Fri 08.00-13.00. |
| <b>Hourly Pay:</b>         | £13.86 - £15.16   |

**This position is only available to UK Nationals. Applicants must hold UK citizenship and have lived in the UK for at least 8 years out of the last 10 years for this position.**

#### **Benefits:**

- **Competitive Salary:** the starting salary for this position is £13.86 per hour
- **Holiday:** 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 perform the full range of warehousing duties with responsibility of handling or overseeing one or more product lines, a segment of a large warehouse, or serve as the senior employee in a smaller warehouse. The position requires the use of forklift trucks and light motor vehicles.

You will be responsible for the organization and coordination of all receiving and storage operations. This includes the issuance and shipment of items, and the maintenance of all relevant documentation. You will be required to operate a variety of vehicles and equipment, including forklift trucks, automated material handling and identification equipment, and trucks with a gross vehicle weight of 7.5 tonnes or less. A key part of this role will be the safe execution of all material handling duties, in accordance with established safety practices and regulations.

## Qualifications and Key skills for the position.

A valid UK Driving License (Category B) and sufficient experience in the Key Skills listed:

- Knowledge of accepted warehousing methods, procedures, and material handling techniques; warehousing functions, such as material receiving, storage, issuing, and preservation; and of warehouse configurations, storage requirements for particular commodities, and storage documentation requirements.  
Knowledge of inventory procedures; regulations, procedures, and policies related to records maintenance and documentation; and of safety regulations, practices, and procedures.
- Skill in the use of automated material processing equipment and systems to include computer terminals, optical readers, and scanners.
- Ability to interpret and apply instructions pertaining to material handling; and to maintain tools, equipment, and work area in a neat, clean, and orderly manner.
- Ability to prepare inventory and production reports; and to screen shipping and receiving documents for discrepancies.
- Ability to safely operate forklift trucks to handle controls for starting, stopping, backing, lifting, lowering, tilting, and driving forklift trucks through narrow aisles, up and down ramps, and in and out of trucks; and to safely drive and operate a motor vehicle to manipulate controls for starting, stopping, backing, and driving vehicles in all types of traffic and road conditions and in judging overhead, side clearance, turning radius, and braking distance.

## 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.
- Start & end times may be modified due to mission needs and in accordance with organization's flexible working policies. Emergency overtime is possible but not guaranteed and you may be assigned other duties not included in this position description, but that are appropriate to the grade and skill set.
- You must be able to communicate effectively both orally and in writing. You must have strong communication skills to effectively perform your duties and as needed, train or guide other personnel,
- You must be able to obtain and maintain a security clearance and will be responsible for handling sensitive information according to US and UK regulations.
- This role requires the operation of various vehicles and equipment, including forklift trucks, automated systems, and standard trucks (up to 7.5 tonnes), both on-site and on public roads.
- Successful candidates must pass a pre-employment physical and will be subject to a 6-month probationary period. This is a drug-tested position with the possibility of random and for-cause screenings.

**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](mailto:100fss.fsmc6@us.af.mil)