



Federal Republic of Germany
Office of Defense Administration, USA and Canada



Bundeswehr
Wir. Dienen. Deutschland.

Bundeswehrverwaltungsstelle in den USA und Kanada
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File No.
RP 2

Action Officer
Ms. Maertsch

Reston,
7 August 2018

Vacancy Advertisement No. 8/2018

The Federal Republic of Germany Office of Defense Administration USA/CA in Reston, VA is seeking to fill, at the earliest possible date, the position of an “**Administrative Assistant**”. This is a 20 hours per week part-time position.

Responsibilities:

In the Central Administrative Services Section, provide administrative support as directed by the medical allowance staff and the branch chief, including:

- processing of correspondence and emails
- setting up and mailing medical allowance files
- filing incoming applications for medical allowance

Qualification Requirements:

- Excellent IT skills and proficient knowledge of the MS Office application software suite (Word, Excel, PowerPoint)
- Proficient German speaking and writing skills, and intermediate English speaking and writing skills
- Professional training in the specified or related fields, for example as an office administrator and/ or appropriate work experience in such fields as, for example, doctor's office, hospital administration, US Armed Forces administration

Personal Requirements:

- Valid residence and work permit
- Service-oriented attitude, reliability, and flexibility
- Experience in dealing with customers

- Ability to work in a team
- Confidentiality

Besides a pre-employment medical examination, the hiring process will also entail a background check. By submitting the application, the applicant gives his/ her consent to undergo the background check/ medical examination.

Please send your application to the Federal Republic of Germany Office of Defense Administration USA/CA in Reston, VA or to its branch office in Holloman, NM indicating the vacancy advertisement number:

Federal Republic of Germany
Office of Defense Administration
USA/CA
- Human Resources (RP2) -
11150 Sunrise Valley Drive
Reston, VA 20191

Federal Republic of Germany
Office of Defense Administration
USA/CA
Holloman Branch Office
- Human Resources -
950 First Street
Holloman AFB, NM 88330

Please include in your application a detailed résumé, copies of your school certificates and references as well as certificates of your completed vocational training and professional experience. Applicants who do not have US citizenship must also provide proof of their valid work/ residence permits. For organizational reasons, please provide a valid email address and a daytime telephone number in your application.

Applications will be accepted until 21 August 2018.

For the purpose of meeting the deadline, it will also be sufficient to send your application via email to the following address: BWVStUSACAPersonal@bundeswehr.org.

For the Director



Maertsch