



Federal Republic of Germany
Office of Defense Administration USA/CA



Bundeswehr
Wir. Dienen. Deutschland.

Bundeswehrverwaltungsstelle in den USA und Kanada
11150 Sunrise Valley Drive - Reston, VA 20191, USA

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File No.
RP 2

Action Officer
Ms. Maertsch

Reston,
1. Oktober 2018

Vacancy Advertisement No. 12/2018

The German Liaison Office for Defense Materiel, USA / Canada, duty station in Reston, VA, is seeking to fill, at the earliest possible date, the position of **Administrative Assistant (Director's Office)**. This is a 40 hours per week full-time position.

Responsibilities:

- Answer the phone, put calls through, and conduct phone calls with German and US contacts
- Handle incoming and outgoing mail / email of the Director
- Carry out all official correspondence and assist in briefings for the Director in the German and English languages
- Maintain the office's schedule
- Prepare Director's business trips
- Assist in preparing / organizing visits of high-ranking German and US officials and industry representatives as well as office events
- Handle annual leave of all of the Office's assigned German civilian and military personnel
- Register all staff members and their families with the US Department of State
- Handle requests for visit for staff members of the Office, ESEP participants, TDY travelers of BAAINBw (Federal Office of Bundeswehr Equipment, Information Technology and In-Service Support) and visitors from industry
- Handle accreditation procedures for all staff members
- Monitor and forward emails from the Office's central mail boxes
- Organizational responsibility for Office events

Qualification requirements:

- Very good IT knowledge and sound use of MS Office applications
- Very good oral and written expression
- Advanced German and English language skills, both spoken and written
- Several years of professional experience in the field of office communication desirable

Personal requirements:

- Valid residence and work permit
- Good organizational skills and independence
- Self-initiative, reliability, and diligence
- Flexibility and ability to work under pressure
- 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 or to its Branch Office in Holloman, indicating the vacancy advertisement number:

Federal Republic of Germany Office of
Defense Administration
USA and Canada
- Human Resources -
11150 Sunrise Valley Drive
Reston, VA 20191

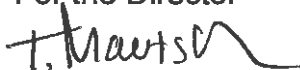
Federal Republic of Germany Office of
Defense Administration
USA and Canada
Holloman Branch Office
- Human Resources -
950 First Street
Holloman AFB, NM 88330

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/ or 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 14 October 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