



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



Bundeswehr
Wir. Dienen. Deutschland.

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

11150 Sunrise Valley Drive, Reston, VA 20191
Phone: +1 (703) 390 3126
Fax: +1 (703) 390 3356
BWVSTUSACAPersonal@bundeswehr.org

File No.:
RP 2 – 7/2019

Your contact
Ms. Jackson / Ms. Maertsch

Reston,
21 June 2019

Vacancy Advertisement No. 7/2019

The Legal Affairs and Human Resources Section, Branch RP 1 of the Federal Republic of Germany Office of Defense Administration, USA and Canada (FRG ODA USA/CA) is seeking to fill, presumably by 1 September 2019, the position of an “**Administrative Assistant**”. This is a 30 hours/ week position.

Responsibilities:

- Perform all filing tasks for the Legal Affairs and Human Resources Section (e.g. manage incoming/outgoing mail and their filing, maintain timetables, monitor deadlines, make copies)
- Issue customs numbers and maintain return files
- Assist with the handling of damage cases (compile case files and reports)
- Provide support with work permit and visa applications
- Provide support regarding matters of the transfer of driving licenses and motor vehicle registration
- Write income confirmations for new employees to use when they open a bank account at U.S. financial institutions
- Communicate with U.S. and German authorities in German and in English, both in spoken and in written form
- Provide support to projects of the agency and of the Legal Affairs and Human Resources Section (e.g. prepare official celebrations, welcome guests)
- Prepare visits to U.S. military installations (write Requests for Visit)
- Provide information on the services of the RP1 branch to assigned personnel
- Perform secretarial work for the Director, Federal Republic of Germany Office of Defense Administration, USA and Canada during absences of the regular secretary

Qualification Criteria

- Good technical skills and knowledge of the MS Office application software suite (Word, Excel, Power Point)
- Intermediate German and English speaking and writing skills

- Advanced English speaking and writing skills desirable
- Professional training as an office administrator or appropriate work experience (ideally in above-mentioned or comparable work areas) desirable
- Good knowledge of the structure of U.S. administrative agencies

Personal requirements:

- Valid residence and work permit
- Confidentiality, reliability and independence
- Confident and obliging manner
- Cultural competence
- Strong ability to work under pressure; diligence; ability to work in a team
- Service-orientation; ability to communicate well

The terms of employment, employer-provided benefits as well as duties of the employee will be in accordance with the Employment Agreement and the Policies and Procedures Manual for locally hired employees at Bundeswehr offices and agencies in the United States.

The starting salary in this position is \$2,700/month (gross, German *Entgeltgruppe 6*). Interested personnel already employed with the Bundeswehr in the United States may inquire about the salary at Human Resources RP 2.

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 U.S. 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 5 July 2019 .

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

My colleagues and I will be happy to assist with any questions you might have.

For the Director



Röhler