

As one of the leading organizations in international research funding, the DFG works to intensify cooperation between researchers, scientific and academic institutions and funding organizations across borders. To this end, it has established offices abroad. The DFG North America Office is currently looking for a qualified person to join its small team as an

The DFG is the central, independent and self-governing organization for science and research in Germany. It serves all branches of science and the humanities by funding research projects at universities and other research institutions. Jointly financed by the federal government and the 16 states, our mission is to promote scientific excellence by selecting the best research projects on a competitive basis, and facilitating national and international collaboration among researchers.

If you are interested in international higher education and research, and enthusiastic about working in a small team for transatlantic cooperation – “herzlich willkommen”.

Executive Assistant / Office Manager

at its Washington, DC location.

This is a full-time position (100% = 40 hours/week) on a permanent basis. The start date is August 1, 2019 or later.

Responsibilities:

- Administrative support (scheduling and coordinating meetings, organizing official travel, etc.)
- General office management (supporting the smooth operation of the office by serving as a main contact point in the office suite, drafting correspondence, answering phones, maintaining the data base, ordering supplies etc.)
- Event planning and management (supporting outreach to the scientific communities, U.S. partner organizations, preparing and coordinating the visiting program of incoming delegations including organizational administrative tasks such as making hotel and flight reservations)
- Representing the DFG at selected events in the Washington, DC area
- Monitoring and recording bank transactions in the accounting system
- Verifying financial supporting bills and receipts in accordance with policies and procedures
- Making payments and bank deposits in accordance with policies and procedures
- Additional responsibilities as requested or assigned by the director

Requirements

- Undergraduate degree, preferably in a relevant field with some international experience
- Excellent command of written and spoken German and English
- Excellent time-management and organizational skills
- Excellent communication and intercultural skills, and ability to work independently as part of a small team
- Attention to detail and dependability
- Prior administrative and accounting experience as well as basic bookkeeping knowledge; knowledge of Quickbooks and of German accounting principles and regulations desirable
- U.S. citizenship or valid U.S. work visa

Contract conditions and compensation (salary and benefits) will be based on the German Embassy's standard employment agreement for non-diplomatic staff working at the German missions in the US.

How to apply:

Please apply in writing by July 14, 2019 by submitting your cover letter along with a resume and references via email to Dr. Rainer Grulich, Director DFG North America Office, email: rainer.grulich@dfg.de.