

**Vacancy Advertisement No. 1/2020**  
**“Administrative Assistant” at German Armed Forces Command, United States and**  
**Canada in Reston, VA**

File No.	Your contact	Phone	E-mail	Date
RP 2 – 1/2020	Ms. Jackson	001 703 390 3126	BWVStUSACAPersonal@bundeswehr.org	11 February 2020

The German Armed Forces Command, United States and Canada (GEFORCOM USA/CAN), at Headquarters Support Unit in Reston, Virginia, is seeking to fill, by the earliest possible date, the position of an “Administrative Assistant”. This is a part-time position (30 hours/week).

Responsibilities:

- Handle personnel documents/files
- Enter payroll and status data into the SASPF personnel management system
- Maintain personnel lists
- Process leaves and absences
- Act as a point of contact for military personnel and their families
- Manage incoming and outgoing mail for Headquarters Support Unit
- Order, store and issue office material
- Substitute for mailroom staff

Qualification requirements:

- Excellent IT skills and proficiency in using the MS Office software package (Word, Excel, Power Point)
- Knowledge of SAP HR desirable
- Vocational training in the area of office communication or similar work experience desirable
- Proficient German speaking and writing skills
- Basic English speaking and writing skills

Personal requirements:

- Valid residence and work permit
- Ability to work independently
- Ability to work in a team
- Reliability and attention to detail (also under pressure to meet deadlines)
- Ability to maintain confidentiality
- Strong ability to work under pressure
- Good manners
- Willingness to undergo follow-on training

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



**FEDERAL REPUBLIC OF  
GERMANY  
OFFICE OF DEFENSE  
ADMINISTRATION,  
USA AND CANADA  
RP 2 HUMAN RESOURCES**

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[WWW.BUNDESWEHR.DE](http://WWW.BUNDESWEHR.DE)

Manual for locally hired employees at Bundeswehr offices and agencies in the United States.

The starting salary in this position is \$2,475 gross per month (German *Entgeltgruppe 4* based on 30 hours/week). Interested personnel already employed with the Bundeswehr in the United States may inquire about the salary at Human Resources RP 2.

The hiring process will entail a background check. By submitting the application, the applicant gives his/her consent to undergo the background check.

Please send your application to the Federal Republic of Germany Office of Defense Administration USA/CA in Reston or to its regional service El Paso, 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  
RS El Paso – attn Ms. Abold-Wilson -  
Fanner Road Bldg 512 B  
Fort Bliss, El Paso, TX 79916-7703

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 work 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 1 March 2020.

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](mailto:BWVStUSACAPersonal@bundeswehr.org)

Sincerely,  
For the Director  
*Signed in the original*

Timea Maertsch