



One Team — Worldwide

The German Embassy is seeking to fill a permanent position for an office assistant on the Defense Attaché Office, to start on June 1, 2021.

Duties and Responsibilities:

- General office work, such as answering and transferring phone calls, managing appointment calendars, keeping files
- Draft correspondence in English and German, generally by dictation or on the basis of notes
- Assume information management and office organization
- Manage and maintain contact database
- Prepare rough translations from German to English and English to German
- Run official errands
- Occasionally act as language mediator
- Conduct Internet research
- Process incoming and outgoing mail and email correspondence
- Prepare and coordinate events of the Defense Attaché
- Care for and escort visitors and guests
- Maintain contacts with Pentagon working level

Qualifications and Requirements:

Occupational:

- Education: BA/Associate Degree or completed vocational training desired
- Proficiency in computers and common IT applications (including MS Office, Outlook), good phone and Internet skills
- Valid driver's license

General:

- Excellent communication skills and ability to work in a team
- Organizational skills
- Loyalty and discretion
- Occupational experience in a comparable position (secretary or office assistant) beneficial
- Fluency in written and spoken German and English

Contract conditions and compensation are based on local law, per the standard employment agreement for nondiplomatic staff at the German foreign missions in the U.S., and on the corresponding pay scale. Monthly Pay is based on a 40-hour week; overtime is additionally paid.

The Federal Foreign Office supports the professional advancement of women and expressly invites qualified women to apply.

Following selection, the successful candidate must demonstrate good health (through a medical examination by the Embassy's partner physician) prior to hiring. A personal background check and security clearance will also be carried out. Your readiness to assist in these procedures is assumed.

Applicants who are not U.S. citizens must have a valid work permit. A sponsorship by the Embassy is not possible.

Please send your complete written application along with the customary documents (letter of application, resumé, proof of school-leaving certificate, references/letters of recommendation, copy of passport and, if applicable, Green Card, or visa, together with your work permit) by email by **May 9, 2021**.

German Embassy
Attn.: Captain Thorben Brandenburg
Defense Attaché Staff
4645 Reservoir Rd. NW
Washington, D.C. 20007
E-Mail: Bewerbung@wash.diplo.de

Please note that the Embassy will consider complete and timely applications only. Neither will confirmations of receipt will be sent, nor will application documents be returned. The Embassy will contact only those candidates who are invited to a personal interview. Interviews are tentatively scheduled to take place in the 19th calendar week.

Unfortunately, the Embassy cannot reimburse travel expenses incurred in connection with the interview.

For further information about the Embassy, please visit us at: www.germany.info

Information about data privacy rights pursuant to Article 13 of the EU General Data Protection Regulation can be found at: <https://www.germany.info/us-en/datenschutz>