



Job Opening

The German Embassy in Washington is seeking to fill a local employee position for a telephone operator and assistant on the Administration team (20 hours/week), **tentatively** to start **April 1, 2020**.

Duties and Responsibilities:

- Operate telephone switchboard, incl. providing simple information to phone inquiries in German and English, accepting and transferring internal and external calls
- Process vehicle matters, such as vehicle registrations and insurance issues
- Support diplomatic employees in all vehicle questions
- Coordinate and administer parking IDs
- Handle correspondence with U.S. authorities
- Coordinate and administer conference room reservations
- Process individual cases of exemptions from customs duties
- Manage official book inventories

Qualifications and Requirements:

- Office experience
- Native-speaker fluency in spoken and written German
- Very good spoken and written English
- Good IT skills, i.e. MS Office, readiness to learn Open Office
- Good organizational skills
- Customer-service oriented, customer-friendly
- Keen ability to work in an international team environment
- Flexibility and readiness to work overtime, in particular during the peak season from June to August; overtime is compensated

Contract conditions and compensation are based on the standard employment agreement for non-diplomatic staff at the German foreign missions in the U.S. and on the corresponding pay scale. Pay is based on a 20-hour work week. Overtime is additionally paid. Applicants who are not U.S. citizens must have a valid work permit. Sponsorship by the Embassy is not possible.

Please send **your complete, written application**, along with the customary documents (cover letter, resume, proof of school-leaving certificate/high school diploma, employment references/recommendation letters, copy of your passport, and if applicable, green card or visa and work permit), by email:

by February 15, 2020

To:

German Embassy

Attn.: Mr. Peter Speyrer

4645 Reservoir Rd. NW

Washington, D.C. 20007

E-Mail: vw-10@wash.diplo.de

The Embassy will consider complete and timely applications only. Only candidates who are invited to an interview will be notified by us. Unfortunately, it is not possible to reimburse travel expenses incurred in connection with the interview.