



BUNDESWEHR

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

Ref. No. RP 2	Point of Contact Mr. Hameister	Phone 001 703 390-3125	Email BWVStUSACAPersonal@bundeswehr.org	Date May 5, 2021.
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Vacancy Advertisement No. 03/2021

The German Armed Forces Command, USA and Canada, Movement and Transport Division at our Dulles location, is seeking to fill, at the earliest possible date, the position of an **Administrative Assistant, Transportation/Planning** (full-time/40 hours per week).

Responsibilities:

- Maintain flight files and prepare data sheets using software applications
- Prepare all necessary documentation both for military aircraft and cargo space booked in civilian aircraft operated by framework contract partners
- Provide administrative support with regard to aircraft handling procedures, i.e.: Prepare and update flight plans (weekly schedule) and Maintain and provide flight data (flight list)
- Preliminary examination of bills for services rendered based on flight operations and files (preparing them so that factual correctness can be verified)
- Enter/compile data on materiel to be transported (using the FMS subroutine "TA/TS")
- Perform general administrative tasks (such as keeping statistics and preparing analyses)

Qualification requirements:

- Completed professional commercial training (preferably in the area of transportation/planning) or appropriate experience
- Several years of professional experience in the field of transportation/planning desirable
- Good knowledge and skills in handling a personal computer (standard MS Office applications)
- Excellent German and English speaking and writing skills



FRG OFFICE OF DEFENSE
ADMINISTRATION, USA
AND CANADA

RP 2 HUMAN RESOURCES

Personal requirements:

- Valid work/ residence permit
- Meticulous attention to details of own work
- Ability to work in a team
- Ability to work independently
- Willingness to undergo training and follow-on training

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USA

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WWW.BUNDESWEHR.DE

INFRASTRUCTURE



BUNDESWEHR

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 \$3,600 gross per month (German *Entgeltgruppe 6*). 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 and a level 2 security clearance check ("Ü 2" counter sabotage), as the actual workplace is located within an aviation security area IAW the Act on Aviation Security. By submitting the application, applicants give their 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 its Regional Service Center in 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 512A
Fort Bliss, El Paso, TX 79916

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 May 19, 2021.

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

For the Director
Original signed

Hameister

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