

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

Vacancy Advertisement No. 4/2022

“Administrative Assistant (male, female, other)” for the Outer Office of the Commander with the German Armed Forces Command USA and Canada, Reston, VA

Ref. No.	Point of Contact	Phone	Email	Date
RP 2 – 4/2022	Ms. Jackson	001 703 390-3126	BWVStUSACAPersonal@bundeswehr.org	4 April 2022

The German Armed Forces Command USA and Canada in Reston, VA is seeking to fill, at the earliest possible date, the position of an “Administrative Assistant (male, female, other)” for the outer office of the Commander, GEFORCOM USA/CAN. This is a full-time position (40 hours/week).

Responsibilities:

- Organize office events
- Prepare visits by high-ranking representatives of German and American military and civilian agencies
- Monitor and forward emails from central mailboxes, handle incoming and outgoing mail of the Commander
- Handle all official correspondence both in German and in English
- Assist in briefings by the Commander both in German and in English
- Maintain the Commander’s schedule
- Prepare the Commander’s official trips
- Answer the phone, put calls through, and conduct phone calls with German and US contacts
- Perform cost accounting for official events organized by agencies within area of competence

Qualification requirements:

- Experience in working for an agency of the Bundeswehr
- Very good IT knowledge and sound use of MS Office applications (Word, Excel, Power Point) and Lotus Notes
- Very good oral and written expression
- Advanced German and English speaking and writing skills
- Several years of professional experience in the field of office communication desirable

Personal requirements:

- Valid work/ residence permit
- Good organizational skills and independence



**FRG OFFICE OF DEFENSE
ADMINISTRATION, USA
AND CANADA**

RP 2 HUMAN RESOURCES

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USA

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WWW.BUNDESWEHR.DE

- Self-initiative, reliability, and diligence
- Flexibility and ability to work under pressure
- Confidentiality

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 1 security clearance check ("Ü 1" counter sabotage). By submitting the application, applicants give their consent to undergo the background check/security clearance check.

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:

Bundeswehrverwaltungsstelle USA/CAN
- Personalbereich RP 2 -
11150 Sunrise Valley Drive
Reston, VA 20191

Bundeswehrverwaltungsstelle USA/CAN
RS El Paso - Personalbereich RP 2 -
Fanner Road Bldg 512 B
Fort Bliss, El Paso, TX 79916-7703

Please include in your application a detailed résumé as well as proof of work experience in the specified or a related field. 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 17 April 2022.

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

Jackson