

Federal Republic of Germany Office of Defense Administration, U.S.A. and Canada

11150 Sunrise Valley Drive • Reston, VA 20191 • U.S.A.

Vacancy Advertisement No. 07/23
“Administrative Assistant” in the Travel Management Section
of the Federal Republic of Germany Office of Defense Administration,
U.S.A. and Canada, Reston, VA

Ref. No.	Point of Contact	Phone	E-mail	Date
RP 2 - 07/23	Mr. Knoll	001 703 390 3125	BWVStUSACAPersonal@bundeswehr.org	09/19/23

The Federal Republic of Germany Office of Defense Administration, U.S.A. and Canada is seeking to fill, at the earliest possible date, the position of an **Administrative Assistant in the Travel Management Section** in Reston, VA. This is a 40 hours per week full-time position.

Responsibilities:

- Provide government accommodation outside the Reston duty station for military personnel required to live in government accommodation.
- Invoice all costs related to the provision of such government accommodation as well as review invoices and monitor payment due dates
- Keep statistics on and keep track of the contractual basis for the government accommodations
- Process applications for the transport of unaccompanied luggage
- Support the booking of travel means (flights, hotels, rental cars etc.)
- Collect and maintain data of services provided

Qualification requirements:

- Successful completion of vocational training in the field of office management, travel and tourism or comparable
- **or** several years of relevant professional experience
- Business fluent in spoken and written German and English
- Proficiency with standard MS Office software products

Personal requirements:

- Valid U.S. residence and work permit
- Passing a security vetting (background check)
- Very good customer service skills, also in difficult situations
- Strong ability to work under pressure and to make quick decisions
- Ability to work in a team



**FEDERAL REPUBLIC OF
GERMANY
OFFICE OF DEFENSE
ADMINISTRATION,
USA AND CANADA**

RP 2 HUMAN RESOURCES

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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 \$4,196.42 gross per month (German *Entgeltgruppe 6* based on 40 hours/week). Benefits include group health insurance, paid holidays, sick leave and paid vacation. 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, applicants give their consent to undergo the background check.

Please include in your application a detailed résumé (including all previous employment), copies of your references as well as certificates of your vocational trainings and/ or professional experience. Applicants who do not have U.S. citizenship or a permanent resident card must provide proof of their valid work permits. The Bundeswehr is unable to provide sponsorship. For organizational reasons, please provide a valid e-mail address and a daytime telephone number in your application.

Please note that the FRG ODA USA/CA will only consider complete applications received before the deadline. Only those applicants selected to be invited for an interview will be contacted. Interviews are expected to be scheduled for **mid October**.

Kindly submit your application by USPS or e-mail to the following address no later than **October 3, 2023**:

Federal Republic of Germany Office of Defense Administration,
U.S.A. and Canada
- Human Resources (RP2) -
11150 Sunrise Valley Drive
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BWVStUSACAPersonal@bundeswehr.org
+1 703-390-3125 or -3127 (Mr. Knoll/Ms. Tahmas)

For the Director

F. Knoll