

The German Historical Institute in Washington, DC, (part of the Bonn-based Max Weber Foundation) seeks to fill the following position as soon as possible:

Administrative Assistant

The German Historical Institute (GHI) in Washington, DC, is an internationally recognized center for advanced historical research. It serves as a transatlantic bridge connecting American and European scholars and seeks to make their work accessible to decision-makers in the public and private sectors as well as to a general audience. We offer an interesting, bilingual workplace in an international academic setting.

The Administrative Assistant works closely with the Head of Administration and Administrative Associates to provide support for the institute's programs, staff, and operations. The successful candidate will handle the following tasks:

Administrative Tasks

- Bookkeeping, accounting, and managing bank accounts
- Human resource management, including coordinating application/hiring processes and organizing and maintaining personnel files
- Administering third party funds and providing administrative support to projects at the institute
- Reviewing monthly property management invoices
- Organizing and maintaining office supplies for general use
- Corresponding with U.S. vendors/service providers and procuring services
- Managing institute inventory
- Providing general administrative support to the team and to institute staff

Qualifications

- Fluency in spoken and written English, plus good knowledge of spoken and written German (language proficiency will be tested during the interview)
- Bachelor's degree in a relevant field OR vocational training (*Ausbildung*) in administration and/or human resources OR at least three years of professional administrative experience strongly desired
- Strong proficiency in Microsoft Office (Word, Outlook, and Excel)
- Proficiency in ERP software a plus
- Good oral and written intercultural communication skills
- Ability to work both independently and within teams
- Strong organizational and time management skills
- Detail-oriented with the ability to multitask
- Knowledge of German budget and subsidy law desired but not required

The position is offered on a full-time (40 hours/week) basis. A part-time position is possible if preferred. Additionally, the position allows for the option of telework (up to 40%). The GHI offers a competitive salary and a generous benefits package. We are an equal opportunity employer and family-friendly workplace. Applicants who are not U.S. citizens must have a valid work and residence permit to apply. The GHI does not sponsor work visas.

Please submit your application by **March 20th, 2024**, with a cover letter, CV, and any relevant diplomas/certificates in a single **PDF document** through our Smartsheet [online application portal](#). Applications will only be accepted through this Smartsheet form. Interviews will be conducted on a rolling basis. For questions about the position, please contact us at verwaltung@ghi-dc.org. Further information on the GHI, its mission, and its current research and events programming is available at www.ghi-dc.org.