



## Bundeswehrverwaltungsstelle in den USA und Kanada

Federal Republic of Germany Office of Defense Administration  
USA and Canada

FRG Office of Defense Administration, USA and Canada  
11150 Sunrise Valley Drive, Reston, VA 20191



**Bundeswehr**  
Wir. Dienen. Deutschland.

11150 Sunrise Valley Drive, Reston, VA 20191  
Phone: (703) 390 - 3126  
FAX: (703) 390 - 3356  
BWVStUSACAPersonal@bundeswehr.org

(Section) – File No.  
RP 2

Action Officer  
Ms. Jackson / Ms. Maertsch

Reston,  
18 December 2018

## Vacancy Advertisement No. 15/2018

The Travel Management Section of the Federal Republic of Germany Office of Defense Administration USA and Canada (FRG ODA USA/CA) is seeking to fill, at 28 January 2019, the position of an “**Administrative Assistant**”. This is a 40 hours per week full-time position.

### Responsibilities:

- Acquire means of travel and services of all kinds on the U.S. and European markets (flights, hotels, rental cars etc.) for TDY travel
- Prepare TDY travel and give advice to customers
- Support customers during their travel and whenever problems arise
- Prepare accounting/ payment of all previously booked travel services
- Record and document all authorized payments
- Enter and maintain data for the travel management section
- Manage key accounts as a substitute and provide support to corporate customers: manage and support all corporate accounts, including the development, review, and preparation of contractual documents as well as user support and administration of the related online booking tools
- Handle credit card clearing

### Qualification requirements:

- Good technical skills and knowledge of working with a personal computer
- Advanced German speaking and writing skills; proficient (almost native speaker level) English speaking and writing skills
- Training in a commercial/ sales profession (preferably trained travel management assistant) or several years of experience in the professional field of a travel agency or similar work experience
- Knowledge of the U.S. and German travel markets
- Knowledge of current IT software for travel management desirable

**Personal requirements:**

- Valid residence/ work permit
- Distinct service orientation and special ability to handle customers, also in difficult situations
- Receptiveness to new technology and products in the field of travel services
- Distinct sense of responsibility and reliability
- Strong ability to work under pressure and to make quick decisions
- Willingness to work in a team

Besides a pre-employment medical examination, the hiring process will also entail a background check. By submitting the application, the applicant gives his/ her 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, VA, indicating the vacancy advertisement number:

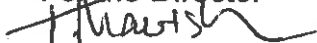
Federal Republic of Germany  
Office of Defense Administration  
USA/CA  
- Human Resources (RP2) -  
11150 Sunrise Valley Drive  
Reston, VA 20191

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 professional experience. Applicants who do not have US 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 13 January 2019.**

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](mailto:BWVStUSACAPersonal@bundeswehr.org).

For the Director



Maertsch