



# ERP Job Search Resources

The Army Community Service office is located in Hainerberg Housing Building 7790 Mississippi Strasse Wiesbaden 65189 Germany

This document provides a look at the many [job openings in and around the Wiesbaden military community](#) courtesy of Wiesbaden Army Community Service's Employment Readiness Program (ERP).

The [Employment Readiness Program](#) offers resume classes. Please contact ACS for more details.

The [resume class](#) provides participants the different types of resumes; show the sections of the resume and which type of resume is the best to use. Participants also learn how to use career library websites to gather information in order to create the ultimate resume.

The [USAJobs class](#) is designed to show participants the USAJobs.gov website and demonstrate, step-by-step, everything such as creating an account, interpreting job vacancies, the importance of KSAs and the questionnaire in order to create targeted resumes and start applying for jobs. Participants also learn how to use USAJobs to alert them of possible job prospects and monitor the progress of their application. Finally, participants learn how to use the occupational questionnaire from the USAJobs job announcement to structure their resume to increase the likelihood of a favorable review.

In addition to the aforementioned classes, ERP also offers mock interviews designed to reduce anxiety and build confidence for upcoming interviews. If you need any further assistance or wish to have your resume reviewed, please contact your ERP manager at: [earl.j.mcfarland.civ@mail.mil](mailto:earl.j.mcfarland.civ@mail.mil) or please call Army Community Service at DSN: 548-9201 or CIV: 0611-143-548-9201.

The [Army Volunteer Corps](#) plays a crucial role in both individual and community involvement and development. Army Volunteer Corps is designed to help you find local volunteering opportunities with organizations that benefit the Army community and allows you to obtain ongoing training and advancement. When you participate with AVC, you'll acquire new skills and/or expand old ones while you obtain work experience, which can be beneficial during your employment search. For more information regarding volunteering opportunities please contact your ACS Volunteer Coordinator.

# Employment Categories and Sites

\*The ACS computer lab is available to assist you in viewing these announcements and any other aspect of your job search. Please sign in at the front desk to use the computer lab Mon-Wed, Fri 8AM-5PM, Thurs 1PM-5PM.

## Federal AF/NAF Vacancies

Appropriated Funds (APF or AF) positions funded through Congress with tax dollars. Examples are General Schedule (GS), NSPS (YA, YB, YC) and Wage Grade (WG). Non-Appropriated Fund (NAF) jobs funded by the fees paid by the program's customers. Results found after clicking on the Federal Employees button (versus the US Citizens button.) Full vacancy descriptions for AF/NAF are found at [www.usajobs.gov](http://www.usajobs.gov)

## ☐ Eligibility & Preferences

Determine which employment category you fall under, if any. Remember, if your category are not listed under "Who may apply" in the announcement, you will not be considered for the position. The civilian personnel office representative will determine your eligibility. The most common categories for this area are Military Spouse Preference (MSP), Family Member Preference (FMP), D30 % Disabled Veteran (DAV) and various other Veteran eligibilities. More information can be found at: <http://cpol.army.mil/library/permis/6314.html> (military spouses) <https://msejobs.militaryonesource.mil/partner> <http://armycivilianservice.com/content/veterans> (veterans)

## Federal Local National Positions – non U.S. Citizens

The SOFA agreement requires that the Department of the Army recruit all of its non-U.S. citizen employees in strict accordance with the Host Nation labor laws. If you have a passport from any country other than the U.S., you would typically only be eligible through the vacancies listed on the Local National announcement board.

[https://portal.chra.army.mil/hr\\_public?id=kb\\_article&kb\\_base=15f7dc56f0b78700d85301ff8e12e28f&sys\\_id=ec87858754a6a300d853ccb6f63fb1](https://portal.chra.army.mil/hr_public?id=kb_article&kb_base=15f7dc56f0b78700d85301ff8e12e28f&sys_id=ec87858754a6a300d853ccb6f63fb1)

## Home Based Businesses (HBBs)

HBBs allow Families to work from their Army quarters, developing rewarding careers that follow them through PCS's. HBB owners must obtain approval from the garrison commander or senior commander. Get more information or register your HBB today by contacting your local ACS Employment Readiness Program Manager.

## Additional places to apply

**Army & Air Force Exchange Service (AAFES)** positions cover food service, Exchange (PX) and Express (Shoppette) positions. Available positions can be found at: <http://odin.aafes.com/employment/default.asp>

**Defense Commissary Agency (DeCA)** positions include jobs in the Commissary such as cashiers, deli workers and stockers. Available positions can be found at <http://www.usajobs.gov>.

**Department of Defense Dependents Schools (DoDDS)** positions are listed on however additional information can be found at <http://www.dodea.edu/Europe/offices/hr/vacancies.cfm>.

**U.S. Consulate - Frankfurt** positions are located at <http://employment.usembassy.de>. Full position descriptions can be requested at [employment-germany@state.gov](mailto:employment-germany@state.gov).

**USAREUR** is accepting resumes at [usarmy.wiesbaden.usareur.mbx.usareur-job@mail.mil](mailto:usarmy.wiesbaden.usareur.mbx.usareur-job@mail.mil) to add to their resume repository. Their goal is to match local military spouse talent to job positions as they become available.

**EURCIVJobs** is a self-service resume tool that allows hiring managers to identify talent within the European theater. It provides a more direct avenue for spouses, family members and veterans residing in the area to share their career interests. EURCIVJobs does not replace traditional recruitment through USAJobs, but will improve our way of doing business by providing hiring Managers with another option to fill current and future vacancies.  
<https://civjobs.ext.eur.army.mil/>

## Military Spouse Employment Partnership

**Military Spouse Employment Partnership (MSEP)** is an initiative of the Department of Defense's **Spouse Education and Career Opportunities (SECO)** program that aims to help military spouses find jobs. The partnership includes more than 390 partners or military-friendly employers. Please use the references below in your search.

### SECO Resources

- <https://myseco.militaryonesource.mil/portal/>
  - Create a MYSECO account
    - Career Exploration
    - Education, Training and Licensing Resources
    - Employment Readiness
    - Career Connections
      - LinkedIn Premium for Military Spouses
  - 13 specialized Career Coaching Packages
  - My Career Advancement Scholarship Program (MyCAA)  
<https://myseco.militaryonesource.mil/portal/content/view/8611>
- Connect with SECO
  - **1-800-342-9647** [M-F 0700 to 2200 ET, Sat 1000-1700 ET]
  - Live Online chat <https://myseco.militaryonesource.mil/portal/>

- SECO Facebook <https://facebook.com/DoDMilSpouse/?fref=nf>
- SECO Twitter <https://twitter.com/DoDMilSpouse>
- SECO Instagram <https://www.instagram.com/dodmilspouse>

#### MSEP Resources

- MSEP LinkedIn Spouse Group: <https://linkedin.com/groups/4159976>
  - SECO hosts a monthly MSEP networking series discussion for military spouses to connect to MSEP employer human resources professionals and hiring managers. Join the MSEP LinkedIn group to participate.
- MSEP Employer Telework Opportunities: the latest MSEP partner list with potential telework opportunities
  - <https://myseco.militaryonesource.mil/Portal/Content/View/2795>

# Remote Work from Home Sources

**Freedom Learning Group, LLC** Freedom Learning Group, LLC (FLG) was founded on the unprecedented mission to provide career opportunities to underemployed Military Spouses, Veterans and their family members. Remote/Ability to work from home from anywhere in the world. Must have reliable internet access as the projects will be managed and coordinated via email and teleconference as needed. <https://www.freedomlearninggroup.com>

**SITEL** is one of the world's leading outsourcing providers of customer experience management. SITEL SAN ANGELO TO HIRE OVER 150 WORK AT HOME POSITIONS IN COMING WEEKS. All employees will have the opportunity to work from home and support some of Sitel Group's largest insurance and financial services clients. Interested applicants should visit [jobs.sitel.com](https://jobs.sitel.com) <https://jobs.sitel.com> and enter the keyword "San Angelo" to begin the application process. Interviews will be conducted by video conference.

**Lumen Learning** is a growing company that is using technology, learning design informed by data, and openly licensed content (OER) to enable unprecedented learning results and opportunities for all students. We are always looking for instructors, content authors, and others with expertise in various topic areas to help with this content creation process. This is flexible work that can be done from home, from anywhere in the world. The work can be either part-time or full-time, and is milestone-based rather than a fixed number of hours per week., You must have availability to meet once per week (US Pacific time zone). <https://lumenlearning.com/subject-matter-experts/>

**Sutherland:** As a process transformation company, Sutherland rethinks and rebuilds processes for the digital age by combining design-thinking insights and data-driven analytics. Want to help us support the world's biggest and best companies in finding fun and new ways to interact with their customers? Work from home while building your career!  
<https://jobs.sutherlandglobal.com/?lang=en>

# Current Available Employment Opportunities

## Current Federal AF/NAF Vacancies

**USAJOBS & Army Civilian Service:** Full vacancy descriptions for AF/NAF found on:

<http://www.usajobs.gov>

\*Current listings for Wiesbaden, Germany (As of 12/09/2020) on USAjobs.gov

### Supervisory Security Specialist

**Immediate Office of the Commander-in-Chief of the U.S Army**

**Department of the Army**

**Wiesbaden, Germany**

Starting at \$79,468 (GS 13)

Permanent • Full Time

Open 04/02/2021 to 04/15/2021

### Stationing Analyst

**Army Installation Management Command**

**Department of the Army**

**Wiesbaden, Germany**

Starting at \$66,829 (GS 12)

Permanent • Full Time

Open 04/02/2021 to 04/16/2021

### Contract Specialist

**U.S Army Contracting Command**

**Department of the Army**

**Wiesbaden, Germany**

Starting at \$66,829 (GS 12)

Permanent • Full Time

Open 04/02/2021 to 04/16/2021

### Administrative Support Assistant (OA)

**U.S. Army Cyber Command**

**Department of the Army**

**Wiesbaden, Germany**

Starting at \$33,903 (GS 6)

Permanent • Full-time

Open 04/13/2021 to 04/19/2021

### Safety & Occupational Health Manager

**Defense Contract Management Agency**

**Department of Defense**

**Wiesbaden, Germany**

Starting at \$79,468 (GS 13)

Permanent • Full-time

Open 04/07/2021 to 04/19/2021

### Executive Officer

**Immediate Office of the Commander-in-Chief of the U.S. Army**

**Department of the Army**

**Wiesbaden, Germany**

Starting at \$79,468 (GS 13)

Permanent • Full-time

Open 04/08/2021 to 04/19/2021

### Safety & Occupational Health Manager

**Defense Contract Management Agency**

**Department of Defense**

**Wiesbaden, Germany**

Starting at \$79,468 (GS 13)

Permanent • Full-time

Open 04/07/2021 to 04/19/2021

### Veterinary Medical Officer (Clinical Care) NF-04

**U.S. Army Medical Command**

**Department of the Army**

**Wiesbaden, Germany**

Starting at \$75,000 (NF 4)

Intermittent • Intermittent

Open 04/13/2021 to 04/20/2021

### Human Resources Specialist (Classification/Recruitment & Placement)

**US Army Civilian Human Resources Agency**

**Department of the Army**

**Wiesbaden, Germany**

Starting at \$66,829 (GS 12)

Permanent • Full-time

Open 04/07/2021 to 04/21/2021

### Aviation Exercise Planner

**Immediate Office of the Commander-in-Chief of the U.S. Army**

**Department of the Army**

**Wiesbaden, Germany**

Starting at \$66,829 (GS 12)

Permanent • Full-time

Open 04/08/2021 to 04/21/2021



### Administrative Officer

**Department of Defense Education Activity**

**Department of Defense**

**Wiesbaden, Germany**

Starting at \$55,756 (GS 11)

Permanent • Full-time

Open 04/14/2021 to 04/21/2021

### Hotel Desk Clerk NF-01

**Army Installation Management Command**

**Department of the Army**

**Wiesbaden, Germany**

Starting at \$9.60 (NF 1)

Permanent • 20 Hours; May work 20-39 hours per week depending on hotel occupancy

Open 04/14/2021 to 04/22/2021

### Training Support Specialist (Mobilization and Readiness)

**Immediate Office of the Commander-in-Chief of the U.S. Army**

**Department of the Army**

**Wiesbaden, Germany**

Starting at \$79,468 (GS 13)

Permanent • Full-time

Open 04/09/2021 to 04/22/2021

### School Principal (Elementary)

**Department of Defense Education Activity**

**Department of Defense**

**Wiesbaden, Germany**

Starting at \$93,760 (TP 00)

Permanent • Full-time

Open 04/13/2021 to 04/22/2021

### Summer Employee

**U.S. Army - Agency Wide**

**Department of the Army**

**Wiesbaden, Germany**

Starting at \$7.25 (AD 00)

Not to Exceed: 6 weeks • Full-time

Open 04/09/2021 to 04/23/2021

### Management Analyst

**Immediate Office of the Commander-in-Chief of the U.S. Army**

**Department of the Army**

**Wiesbaden, Germany**

Starting at \$66,829 (GS 12)

Permanent • Full-time

Open 04/14/2021 to 04/23/2021

### Specialist Specialist

**Immediate Office of the Commander-in-Chief of the U.S. Army**  
**Department of the Army**  
**Wiesbaden, Germany**  
Starting at \$87,198 (GG 12) • Full-time  
Open 04/14/2021 to 04/23/2021

### Electrical Engineer

**U.S. Army Corps of Engineers**  
**Department of the Army**  
**Wiesbaden, Germany**  
Starting at \$73,513 (GS 12)  
Permanent • Full-time  
Open 04/12/2021 to 04/26/2021

### Interdisciplinary

**U.S. Army Corps of Engineers**  
**Department of the Army**  
**Wiesbaden, Germany**  
Starting at \$69,057 (GS 12)  
Permanent • Full-time  
Open 04/12/2021 to 04/26/2021

### Supervisory Program Manager

**U.S. Army Corps of Engineers**  
**Department of the Army**  
**Wiesbaden, Germany**  
Starting at \$79,468 (GS 13)  
Permanent • Full-time  
Open 04/13/2021 to 04/26/2021

### Security Officer

**U.S. Army Corps of Engineers**  
**Department of the Army**  
**Wiesbaden, Germany**  
Starting at \$79,468 (GS 13)  
Permanent • Full-time  
Open 04/14/2021 to 04/27/2021

### Project Coordinator

**U.S. Army Corps of Engineers**  
**Department of the Army**  
**Wiesbaden, Germany**  
Starting at \$55,756 (GS 11-12)  
Permanent • Full-time  
Open 04/14/2021 to 04/28/2021

### Child and Youth Program Assistant CY-01/02

**Army Installation Management Command**

**Department of the Army**

**Wiesbaden, Germany**

Starting at \$11.63 (CY 1)

Multiple Appointment Types • Positions could be flexible or regular part time

Open 03/02/2021 to 05/10/2021

### Food and Beverage Attendant NA-03

**Army Installation Management Command**

**Department of the Army**

**Wiesbaden, Germany**

Starting at \$10.90 (NA 3)

Intermittent • this position is Flex-20 which guarantees 20 hours per week and provides logistical support

Open 04/02/2021 to 06/02/2021

### Public Notice for Individuals with Disabilities and Individuals with Targeted Disabilities

**Federal Aviation Administration**

**Department of Transportation**

**FAA Location Negotiable Upon Request, United States**

Starting at \$26,583 (FV F-K)

Multiple Appointment Types • Full-Time

Open 06/11/2020 to 06/10/2021

### Foreign Service Information Management Specialist

**Department of State - Agency Wide**

**Department of State**

**Department of State Posts - Overseas and Domestic, United States**

Starting at \$56,728 (FP 05)

Permanent after tenure granted by a Foreign Service Specialist (FSS) Tenure Board. • Full Time

Open 10/01/2020 to 09/30/2021

### Foreign Service Consular Fellow - Various Languages

**Department of State - Agency Wide**

**Department of State**

**Department of State Posts - Overseas and Domestic, United States**

Starting at \$40,514 (FP 06)

The appointment is for 60 months • Full Time

Open 10/14/2020 to 09/30/2021

## Current US Consulate-Frankfurt Opportunities

<https://de.usembassy.gov/jobs/> If interested in the below positions please consult definitions list on the above listed website to aid in determining eligibility.

\*Current listings for Frankfurt, Germany (As of 7/22/2020)

**\*\*No current listings\*\***

## Employment Opportunities - Army Local Nationals (LN)

[https://portal.chra.army.mil/hr\\_public?id=kb\\_article&kb\\_base=15f7dc56f0b78700d85301ff8e12e28f&sys\\_id=ec87858754a6a300d853ccb6f63fb1](https://portal.chra.army.mil/hr_public?id=kb_article&kb_base=15f7dc56f0b78700d85301ff8e12e28f&sys_id=ec87858754a6a300d853ccb6f63fb1)



## Current AAFES Job Vacancies

Select Mainz Kastel, Sembach, & Wiesbaden for the positions in the vicinity. For full information on positions

Including application directions/submission: <https://odin.aafes.com/employment/default.asp>

\*Current listings for Wiesbaden, Germany (As of 07/15/2020)

The Exchange is always looking to fill the below positions:

- Customer Experience Associate - (Various positions at the Hainerberg Main Store, Hainerberg Express Gas Station, Clay Troop Store or Clay MCSS)
- Food Service Worker - (Various positions at Hainerberg or Clay Kaserne, or School Meal Program)

## Current Contract Positions and Opportunities

\*Current listings (As of 7/15/2020)

**French Consulting:** Did you know French Consulting has the unique ability to hire both under the U.S. and German economy? We provide career opportunities for Local Nationals, Ordinary Residents, E.U. Citizens, U.S. citizens with or

Without SOFA status, dual-citizens, and retired U.S. Military personnel and/or civilians [jobs@consult-bfrench.com](mailto:jobs@consult-bfrench.com)

### – We're currently hiring for – Wiesbaden

- Housing Referral Specialist & Acquisition (FT)
- Family Advocacy Program Specialist (FT)
- Knowledge Management Admin (PTOC)
- Hearing Conservation Technician (FT)
- Lead C2 System Engineer (FT)
- Lead Network Engineer (FT)
- Team Leader/ Program Manager

**General Dynamics:** As a trusted systems integrator for more than 50 years, General Dynamics Information Technology provides information technology (IT), systems engineering, professional services and simulation and training to customers in the defense, federal civilian government, health, homeland security, intelligence, state and local government and commercial sectors.

<https://www.gdit.com/careers/>



# GENERAL DYNAMICS

## Information Technology

Accepting applications for numerous positions in Wiesbaden, Germany, to include:

\*19 total Current listings (As of 7/15/2020)

- Systems Administrator (various)
- Deputy Site Lead
- VOIP Engineer
- Wireless Network Engineer
- Systems Engineer (various)
- Server Administrator (various)
- Knowledge Management Engineer
- Network Administrator

**SOSI** is the largest private, family-owned and operated technology and services integrator in the aerospace, defense, and government services industry. Whether you have decades of work experience or are entering the workforce for the first time, SOSi is always looking for great people who embrace our values and are up for the challenge. <http://www.sosi.com>

Currently accepting applications for numerous positions in Wiesbaden, Germany, to include:

\*Current (As of 7/15/2020)

- Personal Security Specialist
- Lead Network Engineer
- Cybersecurity A&A Lead
- Open Source (OSINT) Analyst (Russian)
- Intelligence Planner
- Systems Engineer, Lead
- Software Developer, Lead
- Counterterrorism/Law Enforcement Analyst and Database Admin
- Frequency Management, Lead
- Enterprise Architecture, Lead
- Digital Forensic Scientist

## Additional Opportunities

\*Current listings (As of 7/15/2020)

**Lumen** is hiring remote (world-wide) full or part time remote Subject Matter Experts in the following areas:

- Accounting
- Public Speaking
- Abnormal Psychology
- Chemistry
- Biology
- Marketing
- English Composition
- Calculus
- College Algebra
- Developmental Math
- Intermediate Algebra
- Statistics
- <https://lumenlearning.com/subject-matter-experts/>

**Sutherland** is hiring the following work from home positions:

- Associate - Customer Service Consultant – Chat (Medical Coder)  
<https://jobs.sutherlandglobal.com/ShowJob/Id/2327159/Associate-Customer-Service-Consultant-Chat/?lang=en>
- Associate - Medical Coding (Medical Coding)  
<https://jobs.sutherlandglobal.com/ShowJob/Id/2316200/Associate-Medical-Coding/?lang=en>



**Proximity Learning Inc.** is seeking virtual English, Spanish, science and math teachers. We pair our Teachers with local school districts in over 20 states to provide live instruction to their students. All of our positions are 100% remote. Our teachers must have a valid teaching license in at least one US state, have a US bank account, and a US address (teachers overseas are welcomed to apply as long as they meet the above criteria). We offer a wide array of classes and flexible schedules to our teachers (full day and half day roles). Our teachers are paid based on the number of classes they teach.

The positions are open to state licensed teachers worldwide. Interested teachers can apply at: <https://proxlearn.tedk12.com/hire/index.aspx> or email Mr. John Rollack at [rollack@proxlearn.com](mailto:rollack@proxlearn.com)



**Colorado State University Global (CSU Global)** has an immediate to hire for the following 100% remote opportunities. Visit: <https://staff-csuglobal.icims.com/jobs/search?ss=1>  
HYPERLINK "<https://staff-csuglobal.icims.com/jobs/search?ss=1&hashed=-435597318>"&  
HYPERLINK "<https://staff-csuglobal.icims.com/jobs/search?ss=1&hashed=-435597318>"hashed=-  
[435597318](https://staff-csuglobal.icims.com/jobs/search?ss=1&hashed=-435597318) to view opportunities and apply. The following remote positions are currently available:

- 1. Part-Time Financial Aid Generalist**
- 2. Part-Time Student Accounts Generalist**
- 3. Part-Time Instructional Designer**
- 4. Strategic B2B Sales Executive**

#### **L & L FACILITIES**

German contractor of the Wiesbaden Military Housing seeks for 3 Part Time Housing Inspectors for our team.

We perform assignments, preterminations and terminations inspections for On Post Housing (Newman, Clay, Hainerberg, Crestview and Aukamm).

Must be under SOFA status, being a DOD/Military Card holder and have reliable transportation to go from one inspection to the other.

Candidates must enjoy contact with people; have good customer service skills, good communication, and ability to work under pressure, attentive to details and self-confident.

Training will be provided



Our schedule is from 7:30 to 16:00, from Monday to Friday and have Official American and German Holidays Off.

Please submit your resume to [livroc@yahoo.com](mailto:livroc@yahoo.com)



## About Us

Wayfair is one of the world's largest online destinations for the home. Whether you work in our global headquarters in Boston or Berlin, or in our warehouses or offices throughout the world, we're reinventing the way people shop for their homes. Through our commitment to industry-leading technology and creative problem-solving, we are confident that Wayfair will be home to the most rewarding work of your career. If you're looking for rapid growth, constant learning, and dynamic challenges, then you'll find that amazing career opportunities are knocking.

Wayfair believes everyone should live in a home they love. Through technology and innovation, Wayfair makes it possible for shoppers to quickly and easily find exactly what they want from a selection of more than 10 million items across home furnishings, décor, home improvement, housewares and more. Headquartered in Boston, Massachusetts and with offices in Berlin, London and Galway, Wayfair employs more than 16,000 people globally, with more than 2000 in the EU. Wayfair operates in the United Kingdom, Germany, Canada and the U.S.

## Our Home Is Filled With Great People

We are Wayfair; we deliver a best-in-class customer experience in the furniture and home space because of people like you, who are driven, determined, collaborative, and thrive in a fast-paced environment. In order to maintain our high level of delivery standards and meet our customer's needs, the Wayfair Distribution team plays a key role in improving customer satisfaction and driving repeat business. We've been busy building a best-in-class logistics network that allows us to delight customers by speeding up deliveries, adding services, and reducing damage using our own physical, asset-based warehouses. We are looking for talented hard-working individuals to join our growing team – your professional home awaits you at  
**Wayfair!**

# Apply today!

Our home is filled with great people.

To help make sure you have a great experience with us, we offer full-time positions with a variety of perks and benefits, including: discounts on Wayfair products, snacks and drinks, monthly support for your gym membership, career development opportunities and more!

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# Global Knowledge Network Training Ltd.

## IT SYSTEMS ADMINISTRATOR

### JOB DESCRIPTION

Global Knowledge is the world's leading IT and business skills training provider. Offering the most relevant and timely content delivered by the best instructors, we provide customers around the world with their choice of convenient class times, delivery methods and formats to accelerate their success. Our business skills solutions teach essential communications skills, business analysis, project management, ITIL service management, process improvement and leadership development. With thousands of courses spanning from foundational training to specialized certifications, our core IT training is focused on technology partners such as Amazon Web Services, Cisco, Citrix, IBM, Juniper, Microsoft, Red Hat and VMware. We offer comprehensive professional development for technologies like big data, cloud, cybersecurity and networking.

Founded in 1995, Global Knowledge employs more than 1,300 people worldwide headquartered in Cary, N.C. Learn more at [www.globalknowledge.com](http://www.globalknowledge.com).

IT Systems Administration for US Federal Programs in Europe and will be located in Wiesbaden, Germany but will need to travel to multiple work sites.

The candidate will provide IT support to an IT Training Program in Germany including the successful delivery of all IT training program deliverables. The IT System Administration's success measured by the primary criteria of:

- overall client / program satisfaction
- attainment of original program margin targets

The IT Systems Administration, under the direction of the Program Manager works closely with the Government Program Managers, Federal Account Executives, Outside Contractors / Vendors, Subject Matter Experts, International Operations, and training center coordinators to ensure that the training program meets the business requirements defined by the customer.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Systems Administration and security
- Installation, configuration, and maintenance of computer servers
- Provide technical support for both hardware and software issues users encounter
- Manage the configuration and operation of client-based computer operating systems
- Monitor the system daily and respond immediately to security or usability concerns
- Create and verify backups of data
- Respond to and resolve help desk requests
- Upgrade systems and processes as required for enhanced functionality and security issue resolution
- Administrate infrastructure, including firewalls, databases, malware protection software and other processes
- Review application logs
- Install and test computer-related equipment

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Additional skills include:

- Listening and negotiation
- Managing client expectations
- Conflict management
- Requirements gathering and documentation
- Analyzing data
- Time management and organization
- Development of policies / procedures
- Schedule and coordination of people in matrixed environment

**EDUCATION and/or EXPERIENCE REQUIREMENTS:**

College Degree preferred.

Must hold a DoD Directive 8140.01, Information Assurance Technician (IAT) Level II or Level III certification of the following:

- Baseline Certification:
  - CompTIA Security+
  - CCNA Security
  - SSCP or GSEC commercial certification (or higher, such as CISSP, etc.).
- Computing Environment Certification: Must have one or more of the following certifications
- Microsoft
- CISCO

At least one (1) year experience in a customer service related environment.

Must live or be willing to move to near the Wiesbaden, Germany area with travel (up to 50%) required for some client assignments and meetings

Required to have a completed National Agency Check with Inquiries (NACi) or equivalent Local National Screening Program (LNSP).

English language proficiency required.

**Point of Contact Mr. Ian Wood**

**Global Knowledge – Project Manager**

[Eian.wood@globalknowledge.co.uk](mailto:Eian.wood@globalknowledge.co.uk)

**Career Opportunities.**

Join the team at Community Bank.



# **Banking Center Service Trainee**

Location: Wiesbaden-Hainerberg Banking Center

Starting Date: A.S.A.P.

Working Hours: Part-Time, Monday – Saturday (as scheduled; 5  
working days)

Compensation: Competitive Salary + Benefits

Required Qualifications: ● Excellent Customer Service Skills  
● No prior Banking Experience required

For further information, please contact Ms. Suzana Lorenz, Banking Center Manager  
or call her at 0611 977 800 (DSN: 546-1898).

Interested candidates eligible for employment should present their resume to:

**Bank of America, N.A.**

Attn. Ms. Suzana Lorenz, Banking Center

Manager Hainerberg PX

Texasstr. Bldg. 7850

65189 Wiesbaden

Unit 29643, APO AE 09096

## **Career Opportunities.**

Join the team at Community Bank.



# **Banking Center Service Trainee**

Location: Wiesbaden (Clay Kaserne) Banking Center

Starting Date: A.S.A.P.

Working Hours: Part-Time, Monday – Saturday (as  
scheduled; 5 working days)

Compensation: Competitive Salary + Benefits

Required Qualifications: ● Excellent Customer Service Skills  
● No prior Banking Experience required

For further information, please contact Ms. Silvia McDonald, Banking Center Manager or call her at 0611-7237160 (DSN: 546-1896/1897).

Interested candidates eligible for employment should present their resume to:

**Bank of America, N.A.**

Attn. Ms. Silvia McDonald, Banking Center

Manager Flugplatz, Geb. 1021, 65205 Wiesbaden

Unit 29643, APO AE 09096



– IMMEDIATE JOB OPENING –

## ACS Relocation Readiness & Front Desk Services

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### JOB OPENING

*We are looking for individuals who want to join our **Team in Wiesbaden.**  
Apply now!*

- **Title:** ACS Relocation Readiness & Front Desk Services
- **Location:** Wiesbaden, Germany
- **Start date:** Immediately
- **Job-Type:** Part-Time On-Call (PTOC) = will be covering the position during scheduled absences and sick leave of the incumbent employees. (Variable Hours)

### JOB DESCRIPTION INCLUDES, BUT IS NOT LIMITED TO

- Performs administrative support services to the Army Community Service Director (ACSD), such as preparing and tracking memoranda, Requests for Personal Actions (RPAs), and Interactive Customer Evaluation (ICE).
- Refers and advises Military personnel, their families, civilians, and retirees on all facets of community resources.
- Provides ongoing and specialized reception, clerical coordination, and primary support for the computer room.
- Maintains accurate and complete records and files of documents to include all U.S., German, and local regulations, standards, provisions codes, laws, etc.
- Coordinates and participates in scheduled and unscheduled meetings, conferences, and briefings related to ACS functions and services as requested.
- Prepares reports and maintains ACS master and reservation calendars, all ACS rosters, and tracks other schedules.
- Provides support to sponsorship trainers for spouse and youth sponsorship
- Maintains and upkeeps the Lending Closet office, specifically issuing and accepting returned Lending Closet bins, GPS equipment, cell phones, and records transactions in CTS
- Provides Relocation Support Services, to include Host Nation Orientation (HNO) class weekly to newcomers and Spouse Sponsorship Services and be the main POC for Host Nation inquiries

### QUALIFICATIONS

- Associate's Degree (or equivalent to a Minimum of two-year secondary education) in Social Science or Business, Human Resources, Education or Social Science.
- 2 years work or volunteer experience in customer service and family or social service programs performed in the last 5 years.
- 1 year experience in conducting briefings, trainings, preparing formal and informal correspondence, memorandum, reports, and data collection, and creating lesson plans for classes.
- Proficient in Microsoft Office.
- Possess knowledge of the local Wiesbaden area community to conduct the Host Nation Orientation class and downtown tour



- Ability to read, write, and speak English and German fluently (bilingual)

## APPLICATION PROCESS

To apply, please submit your resume to: [jobs@consult-bfrench.com](mailto:jobs@consult-bfrench.com)

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Wiesbaden

**Current Opportunities**

Center manager

Operations Specialist

