



**EMPLOYMENT READINESS  
PROGRAM**

# 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: <https://acpol2.army.mil/eur/employment/msp/index.asp> (military spouses) <https://msepjobs.militaryonesource.mil/msep/> <https://www.usajobs.gov/help/working-in-government/unique-hiring-paths/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://acpol2.army.mil/eur/employment/ln/>

### **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.

HBB Application:

[https://home.army.mil/wiesbaden/application/files/2216/1796/7614/HBB\\_Application\\_Packet\\_April\\_2021.pdf](https://home.army.mil/wiesbaden/application/files/2216/1796/7614/HBB_Application_Packet_April_2021.pdf)

## 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: <https://publicaffairs-sme.com/applymyexchange/>

**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 by email 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://www.facebook.com/SECOinst/>
  - 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 09/20/2021) on USAjobs.gov

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

**Army Installation Management Command**

**Department of the Army**

**Wiesbaden, Germany**

**Child and Youth Services**

Starting at \$11.67 (CY 1)

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

Open 06/10/2021 to 11/22/2021

### Supervisory Law Enforcement Program Specialist

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

**Department of the Army**

**Wiesbaden, Germany**

**Headquarters, US Army Europe, G-34, OPM, Wiesbaden, Germany**

Starting at \$79,468 (GS 13)

Permanent • Full-time

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

### Food Service Worker

**U.S. Army Sustainment Command**

**Department of the Army**

**Wiesbaden, Germany**

Starting at \$14.99 (WG 2)

Permanent • Full-time

Open 06/28/2021 to 09/30/2021

### Food and Beverage Attendant NA-03

**Army Installation Management Command**

**Department of the Army**

**Wiesbaden, Germany**

**USAG Wiesbaden, Wiesbaden Entertainment Center**

Starting at \$10.90 (NA 3)

Permanent • This position is Flex-20 which guarantees 20 hours per week and provides logistical support

Open 05/26/2021 to 09/30/2021

### 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

### Interdisciplinary

**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 08/23/2021 to 10/01/2021

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

**Army Installation Management Command**  
**Department of the Army**  
**Wiesbaden, Germany**  
**Child and Youth Services**  
Starting at \$11.67 (CY 1)  
Multiple Appointment Types • Positions could be flexible or regular part time  
Open 06/10/2021 to 11/22/2021

### Food Service Worker

**Defense Commissary Agency**  
**Department of Defense**  
**Multiple Locations**  
Starting at \$14.84 (WG 2)  
Permanent • Multiple Schedules  
Open 01/01/2021 to 12/31/2021

### Store Worker

**Defense Commissary Agency**  
**Department of Defense**  
**Multiple Locations**  
Starting at \$17.66 (WG 4)  
Permanent • Multiple Schedules  
Open 01/01/2021 to 12/31/2021

### Teller

**Defense Commissary Agency**  
**Department of Defense**  
**Multiple Locations**  
Starting at \$26,915 (GS 4)  
Permanent • Multiple Schedules  
Open 01/01/2021 to 12/31/2021

### Sales Store Checker

**Defense Commissary Agency**  
**Department of Defense**  
**Multiple Locations**  
Starting at \$23,976 (GS 3)  
Permanent • Multiple Schedules  
Open 01/01/2021 to 12/31/2021

### Store Associate

**Defense Commissary Agency**  
**Department of Defense**  
**Multiple Locations**  
Starting at \$26,915 (GS 4)  
Permanent • Multiple Schedules  
Open 01/01/2021 to 12/31/2021



Commissary Support Clerk

**Defense Commissary Agency**

**Department of Defense**

**Multiple Locations**

Starting at \$26,915 (GS 4)

Permanent • Multiple Schedules

Open 01/01/2021 to 12/31/2021

Educational Aid (Special Education)

**Department of Defense Education Activity**

**Department of Defense**

**Wiesbaden, Germany**

Starting at \$27,184 (GS 4)

Multiple Appointment Types • Part-time

Open 07/16/2021 to 12/31/2021

Custodial Worker NA-02

**Army Installation Management Command**

**Department of the Army**

**Wiesbaden, Germany**

Starting at \$10.08 (NA 2)

Permanent • Part-time

Open 07/16/2021 to 12/31/2021

Educational Aid/Educational Aid (Kindergarten)/Educational Aid (Sure Start)

**Department of Defense Education Activity**

**Department of Defense**

**Wiesbaden, Germany**

Starting at \$27,184 (GS 4)

Temporary/Seasonal • Part-time

Open 07/16/2021 to 12/31/2021

## 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 09/20/2021)

**\*\*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 09/20/2021)

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 09/20/2021)

**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 email:

[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/>

# WE'RE HIRING!



*Andrews Federal is accepting resumes for the following  
Branch locations throughout Europe:*

- ① Wiesbaden, Germany: Clay Kaserne
- ② Hainerberg: Wiesbaden, Germany
- ③ Brunssum, Netherlands
- ④ Chievres, Belgium
- ⑤ Brussels, Belgium



## Senior Systems Engineer, Overseas Headquarters Assistant Branch Manager, Wiesbaden Branch

### **We want you...join Team Andrews!**

A Great Place to Work Certified Company • Affordable health plans • 11 paid holidays a year including your birthday • Career development, training opportunities, career coaching, and tuition reimbursement

### **For more information and to apply for open positions, visit [andrewsfcu.org/careers](https://andrewsfcu.org/careers)**

Please note, due to the large number of resumes we receive, we are unable to provide individual application status updates. If you are among the top qualified candidates, you will be contacted directly regarding the next steps in the selection process. In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee, or others or which impose undue hardships on the organization. All positions requires the ability to sit for extended period of time, the ability to use a computer keyboard, 10-key calculator and a high school diploma or GED. Positions located in Europe are subject to the status of forces agreement (SOFA) within the host country.

As of 26 August 2021 Vacancy Number	Job Title	Location	CAT	Positions Available	Vacancy Closure Date
H-019009-2021	FOOD SERVICE WORKER	WIESBADEN POPEYES	INT	1	26-Aug-21
H-019016-2021	CUSTODIAL WORKER	WIESBADEN HAINERBERG FOOD COURT	INT	1	26-Aug-21
H-019336-2021	FOOD SERVICE WORKER	WIESBADEN CHARLEYS	INT	1	30-Aug-21
H-019338-2021	FOOD SERVICE WORKER	WIESBADEN POPEYES	INT	1	30-Aug-21
H-019341-2021	CUSTOMER EXPERIENCE ASSOCIATE	WIESBADEN HAINERBERG EXPRESS	INT	1	30-Aug-21
H-019344-2021	CUSTOMER EXPERIENCE ASSOCIATE	WIESBADEN MALL STORE (RETAIL)	RPT	1	30-Aug-21
H-019499-2021	WAREHOUSE WORKER (STOCKER)	WIESBADEN MALL STORE	RPT	1	31-Aug-21
H-019503-2021	WAREHOUSE WORKER (STOCKER)	WIESBADEN MALL STORE	TPT	1	31-Aug-21
H-019684-2021	CUSTOMER EXPERIENCE ASSOCIATE	WIESBADEN MALL STORE (CENTRAL CHECKOUT)	INT	1	1-Sep-21

**Come Join your local Exchange Team! We are searching for Retail and Food related positions throughout the Wiesbaden Exchange Area. Please check out our web site listed below for current vacancies. If you have any questions about employment within the Wiesbaden Exchange, please feel free to come by the Exchange HR office, Building 7789 located right across from the WEC or Email us at: EUWiesbadenHRO@aafes.com**

All Applicants please visit [www.applymyexchange.com](http://www.applymyexchange.com) . U.S. Applicants apply directly online using "Apply Here". Local National Applicants click on the LN Tab to find LN Application form. If you have questions you may contact our office at [EUWiesbadenHRO@aafes.com](mailto:EUWiesbadenHRO@aafes.com), or call us at 0611-20537101 or 103. We are located at Human Resource office on Hainerberg, Bldg 7789 (Across from the WEC).

Come join your local Wiesbaden Exchange Team.  
Below are the available Job Posting's as of 26 August 2021. For detail information on the position itself, go to [www.applymyexchange.com](http://www.applymyexchange.com)







Community Bank – operated by Bank of America Military Division, an American specialty bank with 340 employees in Europe providing country-specific financial services for US military and civilian personnel worldwide, is looking for motivated teammates who can excel in an energetic European-American working environment.

Sound right for you? If so, join our personnel department team in (Wiesbaden) Mainz-Kastel in the position of:

**Human Resources Assistant (m/f/d)**  
**Part-time (20 hours/week)/**  
**Full-time (40 hours/week)**  
**Temporary till 31 October 2022**

- **This is where your skills payoff:**

- You prepare the payroll so that our employees always have their money in the account on time.
- You maintain payroll reports and statistics.
- Reliably take over administrative tasks for the personnel officers.
- You manage personnel files in an exemplary manner and report personnel changes to the relevant departments in compliance with data protection regulations.
- We can also count on you for onboarding: Because you prepare the helpful initial information for our new employees.

- **This is your starting capital:**

- You bring along a commercial education or comparable knowledge.
- In addition, your knowledge of MS-Excel is convincing and ideally you have basic knowledge in personnel administration.
- Since documents in the HR department are in English, you should have a good knowledge of English and ideally basic knowledge of German.
- You are a organizational talent who works carefully and with attention to detail and never loses sight of deadlines.

- **Our investment in your future:**

- You can expect a broad and challenging field of activity in a tariff-bound international company.
- In addition, you can look forward to 30 days of vacation, vacation and Christmas bonuses as well as attractive social benefits.
- On our premises you can park for free and there is an excellent connection to public transport.

- **Interested?**

- For further information, please contact Annette Kärcher, Director Human Resources Europe, at +49 6134

187-348. Please send your application documents, stating your salary requirements and the earliest possible

starting date, exclusively by e-mail to [Annette.Kaercher@dodcommunitybank.com](mailto:Annette.Kaercher@dodcommunitybank.com).



– NEW JOB OPPORTUNITY –

## Family Advocacy Program (FAP) Specialist

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*We are looking for Family Advocacy Program (FAP) Specialist to join our Team at  
Wiesbaden Garrison, Germany  
Apply Now!*

### JOB OPENING

- **Title:** Family Advocacy Program (FAP) Specialist
- **Location:** Wiesbaden Garrison, Germany
- **Start Date:** 30 September 2021
- **Job-Type:** Full-Time

### SUMMARY

The FAP Specialist shall provide Family Advocacy services to authorized clients within USAG Wiesbaden. The FAP Specialist shall provide FAP information and guidance to Commanders and the Flag Officer. The FAP Specialist shall develop and publicize information concerning child and spousal abuse procedures.

### QUALIFICATIONS

- Bachelor's Degree (or equivalent to a minimum of a four-year secondary education with a certificate or degree) in the area of Social Work, Psychology, Sociology, Marriage and Family
- Minimum two (2) years documented and verifiable experience in family systems and in family violence prevention and intervention, performed within the past five (5) years.
- Ability to fluently read, write, and speak English (proficiency levels equivalent to levels 3 or higher of the BILC STANGAG 6001 Edition 5 dated February 2019 for reading and writing).
- Possess a valid driver's license to operate motor vehicles in Germany for the duration of the contract.

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*French Consulting, GmbH is a Germany-based, Veteran-Owned Small Business.*

*Our core competencies are providing military community services, health care services as well as logistics and health facilities expertise for the US Government and commercial clients throughout Germany, Europe, South Korea and in the US.*

– NEW JOB OPPORTUNITY –

**DUTIES:**

- You shall provide the following FAP services: 1. Conduct research; 2. Assist with providing victim advocacy services to individuals and families experiencing abuse; 3. Assist with providing on-call response services; 4. Provide education and training in family violence prevention and identification; 5. Assist in teaching all FAP classes; 6. Compile data; 7. Assist in coordinating marketing of FAP educational resources and community events; 8. Assist in scheduling FAP training for the military components, family members, and general community authorized support services
- Maintain FAP records IAW Army Regulation (AR) 608-18 and AR 25-50. Services include providing domestic violence prevention, intervention and treatment, research, and education and training.
- The FAPM is responsible for ensuring every member of the Wiesbaden community has access to family violence education and victim advocacy services for victims of family violence (child abuse, spouse abuse) IAW AR 608-18, AR 608-1, and AR 600-20 Chapter 8. The Contractor shall provide family advocacy resource coordinator services. You shall teach FAP classes:
  - Family violence prevention and awareness
  - Child sexual abuse prevention
  - Stress and anger management
  - Parenting
  - Couple's communication
  - Relationship safety
  - FAP program overviews
- You be on-call rotation 24/7 approximately every other week not to exceed 50% of the time. You shall respond to all calls within 30 minutes. If you receive a referral that meets VAP criteria, you shall respond in-person (if needed), within one (1) hour. You also shall provide services for victims of domestic violence and their families to include:
  - Crisis intervention
  - Assistance in securing medical treatment for injuries
  - Information on legal rights (resources available both through military and civilian programs)
  - Pre-trial, trial and post-trial support
  - Accompanying the victim to requested appointments and follow-up as required
- You shall conduct research on various family advocacy related topics:
  - Same sex intimate partner violence involving couples ranging from age 18 to 30 years
  - Victims of domestic abuse aged 18 to 24 years
  - Domestic violence involving blended families
  - Problematic sexual behavior in children and youth (PSB-CY)



Community Bank – operated by Bank of America Military Division, an American specialty bank with 340 employees in Europe providing country-specific financial services for US military and civilian personnel worldwide, is looking for motivated teammates who can excel in an energetic European-American working environment.

Sounds right for you? If so, join our IT department team in (Wiesbaden) Mainz-Kastel in the position of:

**System Administrator (m/w/d)**

**Temporary until 31 October 2022**

**This is where your skills pay off:**

- Networks are your strength – that's why you can reliably support our client-server environment and manage it via Active Directory.
- Of course, you install and administer various hardware components such as computers, printers and telephone systems.
- With your specialist knowledge, you are happy to assist our employees with questions about our computer systems (first- and second-level support).
- To ensure that our IT is always up to date, you regularly take care of software and hardware updates.
- Create administration scripts based.

**This is your start-up capital:**

- Ideally, you have completed an apprenticeship as an IT specialist – but you are also welcome with appropriate experience in another IT profession!
- During your career, you have already proven your skills in PC and network support and earned a Microsoft certification (MCSE, MSCA, MCITP).
- When it comes to Windows-based networks and operating systems, Active Directory and Microsoft Office, no one is fooling you.
- You'll also have knowledge of VMware/Hyper-V, script programming, and system administration automation.
- You are a tech-savvy team player who speaks fluent German and English and enjoys being on the go.

**Our investment in your future:**

- You can expect a wide-ranging and demanding range of tasks in an international company bound by collective agreements.
- In addition, you can look forward to 36 days of vacation, holiday and Christmas bonuses as well as attractive social benefits.
- On our premises you can park for free and there is excellent public transport connections.

- By the way: In addition to our internal training opportunities, there is the option of part-time study in cooperation with various universities, including the University of Maryland.

**Interested?**

For further information please contact Mr. Marc Lenhardt at +49 6134 187-338.

Please send your application documents stating your salary expectations and the earliest possible starting date by e-mail to

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

Resources -510- Mr. Marc Lenhardt

Phone: +49 6134 187-338

**E-Mail:** [hr.europe@dodcommunitybank.com](mailto:hr.europe@dodcommunitybank.com)



## – NEW JOB OPPORTUNITY –

- On a quarterly basis, you shall submit a research paper in American Psychological Association style (10-15 pages) covering one (1) topic
- You shall coordinate with the case manager in developing an appropriate plan of assistance and intervention. All plans shall be approved by the FAPM. You shall provide support services to victims of family violence by providing information about the Victim Witness Liaison, Transitional Compensation and legal services, and assisting with document completion. Following initial contact, you shall provide follow-up services by phone, email or in person to all identified victims for at least three (3) months to ensure that no further intervention is necessary.
- You shall add this data to the Client Tracking System (CTS) and Victim Advocate Domestic Abuse Tracking System (VADATS) weekly. The COR will confirm entry of statistics into CTS and VADATS.
- You shall maintain electronic and paper records of contacts, referrals, and case status to ensure the FAP case manager and the FAPM are fully aware of the victim's situation. The Contractor shall ensure confidential handling of all documents or conversations related to victim care.
- You shall conduct initial intake services (case file) for suspected Spouse and Intimate Partner domestic violence in coordination with the FAPM. You shall receive reports from medical treatment facilities, SWS, Military Police, Criminal Investigative Division (CID), legal offices, coordinators of housing areas, and the public and provide information to FAPM.
- You shall provide standard ACS evaluation sheets to each class attendee for each class, briefing, or service provided. You shall provide all evaluation sheets to the FAPM no later than three (3) work days after the event for the FAP certification binder.
- You shall screen victims of domestic violence, evaluate their needs, and provide them with information about domestic violence, safe and confidential ways to seek assistance. You shall maintain current information on resources and services and advise victims before disclosure.

**Disclaimer:** Be advised that this announcement is pending award and is therefore subject to change without notice. All dates listed in this announcement are tentative and are dependent upon the results of the award process. The anticipated start date for this opportunity is the end of September.

For more information, go to our [website](https://french-consulting.com/careers). Upload your resume directly at <https://french-consulting.com/careers>. French Consulting has been designated a Military Friendly Employer!



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*French Consulting, GmbH is a Germany-based, Veteran-Owned Small Business.  
Our core competencies are providing military community services, health care services as well as logistics and health facilities expertise for the US Government and commercial clients throughout Germany, Europe, South Korea and in the US.*



# GENERAL DYNAMICS

## Information Technology

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

\*19 total Current listings (As of 08/31/2021)

- 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 06/01/2021)

- 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 08/31/2021)

**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>

# Employment Opportunities



Choctaw Staffing Solutions (CSS) has the following **part-time** position available at the **Wiesbaden, Germany** Women, Infants and Children (WIC) Overseas office:

- **Administrative Assistant.** Requires a high school diploma or equivalent with secretarial/business office experience or education. Business training or associate's degree preferred. Experience in health-related field desirable. Must keyboard 40-60 wpm. Job Requirements include good computer skills and excellent customer service skills. Must be a U.S Citizen.

For consideration, please e-mail your resume and cover letter to:

[melanie.ritsema.ctr@us.af.mil](mailto:melanie.ritsema.ctr@us.af.mil)

Melanie Ritsema, M.P.H., R.N., IBCLC  
Regional Manager  
WIC Overseas  
RAF Lakenheath, England  
DSN 226-1722  
0044 1638 521 722 (office)  
0044 1638 521 758 (fax)

**Choctaw Staffing Solutions is wholly owned by the Choctaw Nation of Oklahoma.**





# **MOTOROLA SOLUTIONS**

## **MOTOROLA SOLUTIONS OVERVIEW**

Our customers are everyday heroes – from police officers and firefighters to utility workers and educators. At any moment, they need to be ready for anything and everything – and they rely on us to deliver the essential lines of communication they need to work safely and effectively.

Whether it's helping firefighters see through smoke, enabling police officers to see around street corners, or reliably keeping the lights on in homes and businesses around the world, our mission-critical communications, services, software, video surveillance and analytics help our enterprise and public safety customers keep businesses thriving and communities safe. That's how we know we are living up to our company purpose: helping people be their best in the moments that matter.

At Motorola Solutions, we create technologies our customers refer to as their lifeline. Our technology platforms in communications, software, video and services help our customers work safely and more efficiently. Whether it's helping firefighters see through smoke, enabling police officers to see around street corners, or reliably keeping the lights on in homes and businesses around the world, our work supports those who put their lives on the line to keep us safe. Bring your passion, potential and talents to Motorola Solutions, and help us usher in a new era in public safety and security.

## **Department Overview**

Provide Field Operations technical support to U.S. Army, U.S. Air Forces & U.S. Navy Enterprise Land Mobile Radio networks covering but not limited to the following countries: Germany, Belgium, United Kingdom, Spain, and Italy, Kuwait, Afghanistan, UAE & Africa. Provide technical integration, service, and support in relation to the Motorola Solutions product suite focused toward DoD Federal Government customers.

## **Job Description Field Service Representative**

**\*\*The successful candidate may be based in Germany, Italy, Dubai or Jordan \*\***

**\*\*The successful candidate must be US Citizen\*\***

**\*\*The successful candidate must be able to obtain a government security clearance as requested\*\***

**Duties of the Field Service Representative in this EMEA area of operations include the following:**

Provide expertise and collaboration to customer personnel in support of Land Mobile Radio (LMR) systems in general to the European based U.S. Army, U.S. Air Forces & U.S. Navy Enterprise

Perform installations and removals of trunked and conventional LMR systems and assigned support locations include but are not limited to the following countries: Germany, Belgium, United Kingdom, Spain, Italy, Africa, & Greece

Client focused behavior and services, externally to clients and internally to colleagues and contact partners including on time delivery

Exercise multi-tasking skills when managing multiple systems and applications during customer interaction

Support the entire communication needs of the customer by championing the complete Motorola Service and Sales portfolios Customer Resolution Support

The employee shall communicate project updates to the customer and resolve minor administrative actions (an administrative action is not having access to a room for work to start or continue).

Project related issues (Customer wants to change the scope of the project), shall be reported directly with the employees supervisor

Operate and maintain equipment required to support trunked and conventional LMR systems

Maintain/program/optimize/troubleshoot/repair radio repeaters, portable radios, mobile radios, base stations and dispatch/communications consoles and all related ancillary subscriber equipment required to support both trunked and conventional LMR systems.

Manage and resolve escalated customer issues to successful resolution

Be able to receive, review, diagnose customer LMR equipment, determine the fix and repair actions for the LMR equipment, repair, test and calibrate the customers equipment back to OEM standards, document the receipt, repair, and calibration.

Communicate directly with customers on assigned projects, assigned to AOR Communicate with FSE team members and related departments.

## **MOTOROLA SOLUTIONS OVERVIEW**

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### **Department Overview**

Provide Field Operations technical support to U.S. Army, U.S. Air Forces & U.S. Navy Enterprise Land Mobile Radio networks covering but not limited to the following countries: Germany, Belgium, United Kingdom, Spain, and Italy, Kuwait, Afghanistan, UAE & Africa. Provide technical integration, service, and support in relation to the Motorola Solutions product suite focused toward DoD Federal Government customers.

### **Job Description Project Manager**

#### **\*\*Position is located in Idstein, Germany and we will provide relocation\*\***

Manages the development and/or implementation of Motorola Solutions products or services. Coordinates departmental or cross-functional teams, focused on delivering new or upgraded existing products or services. Manages projects from inception to completion (or transition), including tracking and evaluation of project performance. Ensures that projects are completed on time, within budget, and within accepted quality metrics. Participates in project review and status meetings, and communicates project status. Utilizes six sigma and project management methodologies to ensure maximum project effectiveness. Motivates project team to ensure optimal performance. May assist in the development of business plans, strategies, and approaches to take advantage of business opportunities.

#### **Requirements/Information:**

Must be a United States citizen.

Each PM must have a personal background that would allow issuance of a US Government military base access pass and be willing to submit to a detailed background investigation for Department of Defense and other Federal Government Agencies Security Clearances.

Project Management Professional certification preferred.

Must have excellent communication and planning skills to interface with customers.

Must be willing to travel a minimum of 50% or more of the time away from home and live at a project site for extended periods.

Position will be localized in Europe.

#### **Scope of Responsibilities/Expectations:**

Experience managing and implementing Department of Defense (DoD) contracts like the Air Force, Army, Navy or Marines would be excellent, or contracts with Department of Homeland Security.

Experience with DoD Contract Data Requirement Lists (CDRL) would be beneficial

Responsible for planning, organizing and directing the installation efforts of company and/or subcontractor personnel.

Responsible for the successful completion of assigned projects on schedule, within budget, and according to contract requirements and prescribed quality standards.

Develop clear understanding of all contract requirements and negotiate all installation subcontracts.

Controls inventory of equipment and parts.

## **MOTOROLA SOLUTIONS OVERVIEW**

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### **Department Overview**

The US Federal Governments Markets Division is chartered with being the premier, compliant supplier of world-class communications solutions to the U.S. Federal Government by providing the highest quality products, systems and services. The USFGMD will achieve this with a professional, well-trained, diverse work force creating a positive and profitable customer relationship resulting in Total Customer Satisfaction and growth of our business. The Federal Systems Technology department of the USFGMD is responsible for service supporting a charter of implementing and integrating complex systems sold worldwide to the US Federal Government. As a USFGMD Systems Technologist, you will be exposed to a wide variety of communications requirements in both the Presale and Post Sale phases of a project. These applications span the entire breadth of the US Federal Government throughout the world.

### **Job Description**

Duties of the Radio Repair Technician in this EMEA area of operations include the following:

Contact partner for employees, who are allocated to the organizational area "Depot / DO"

Develop and maintain Subscriber focused depot operation process and procedure.

Work with the Service Manager to develop depot operations documentation standards and enforce quality standards.

Ensure subscriber and infrastructure parts stock is adequate to continue operations through direct supervision or delegation of the duty.

Work with Special Projects FSR to ensure field subscriber focused projects meet quality and documentation standards.

Provide expertise and collaboration to customer personnel in support of Land Mobile Radio (LMR) systems—in general—to the European based U.S. Army, U.S. Air Forces & U.S. Navy Enterprise

Perform installations and removals of trunked and conventional LMR systems and assigned support locations include but are not limited to the following countries: Germany, Belgium, United Kingdom, Spain, Italy, Africa, & Greece

Client focused behavior and services, externally to clients and internally to colleagues and contact partners including on time delivery

Exercise multi-tasking skills when managing multiple systems and applications during customer interaction

Support the entire communication needs of the customer by championing the complete Motorola Service and Sales portfolios

Customer Resolution Support — The employee shall communicate project updates to the customer and resolve minor administrative actions (an administrative action is not having access to a room for work to start or continue). Project related issues (Customer wants to change the scope of the project), shall be reported directly with the employees supervisor

Operate and maintain equipment required to support trunked and conventional LMR systems

Maintain/program/optimize/troubleshoot/repair radio repeaters, portable radios, mobile radios, base stations and dispatch/communications consoles and all related ancillary subscriber equipment required to support both trunked and conventional LMR systems.

Manage and resolve escalated customer issues to successful resolution



We're  
Hiring!

[serco-na.com/careers](http://serco-na.com/careers)

**serco**

## DOL VETS TAP Opportunities International Locations

**JOIN OUR TEAM** to assist and prepare over 200,000 Servicemen and women who separate annually from the United States Military begin a new life chapter as a civilian. Many of those who separate from the military have transition plans while others find becoming a civilian a daunting task. The Department of Labor (DOL) Veterans' Employment and Training Service (VETS) program requires contractor services to support these transitioning Servicemen and women through its highly successful Transition Assistance Program (TAP) that is offered world-wide to conduct job assistance workshops, employment counseling, apprenticeship program placements and employer outreach.

### In this role, you will:

- Teaching and/or instructing Military personnel transition to civilian professional and vocational occupations.
- Guide the transitioning Military Servicemembers in identifying goals while also assisting them with recognizing any employment or education gaps.

### Requirements:

- An associate's degree, any discipline from an accredited college or university or at least 3 years of experience as a professional trainer or facilitator.
- Should have prior experience providing Military Servicemembers (Active, Reserve, National Guard), family members, and Veterans a comprehensive understanding of preparing for civilian employment, job searching, job application processes, networking, technical training opportunities, credentialing, and assistance in preparing for civilian employment and participation in technical programs and schools.
- Must be a U.S. Citizen.

### Position ID & Country

- 39444: DOL TAP Employment Facilitator (Part-time) – Wiesbaden, Germany
- 39445: DOL TAP Employment Facilitator (Part-time) – Stuttgart, Germany
- 39446: DOL TAP Employment Facilitator (Part-time) – Naples, Italy
- 39447: DOL TAP Employment Facilitator (Part-time) – Spangdahlem, Germany

Serco and Proud  
Make a difference every day



**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 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!

Visit [www.wayfaircareers.com](https://www.wayfaircareers.com)

# 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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*French Consulting, GmbH is a Germany-based Service-Disabled Veteran-Owned Small Business.  
Our core competencies are providing military community services, health care services as well as logistics and health facilities expertise for the  
US Government and commercial clients throughout the US, South Korea, Europe and Germany.*