



**Consulate General of the  
Federal Republic of Germany  
Atlanta**

## **Job Posting**

The German Consulate General in Atlanta is seeking to fill a permanent position for a **telephone operator and assistant** in the Consulate General's Administration Department starting **January 1, 2025**. This is a position initially limited to one year (40 hours per week), with the possibility of a permanent contract at a later date.

### **Duties and Responsibilities include:**

- Operate telephone switchboard, incl. providing simple information to phone inquiries in German and English and accepting and transferring internal and external calls
- Reception
- Support administration and consular issues

### **Qualifications and Requirements:**

- Substantial office experience
- Good spoken and written English and German language skills
- Good IT skills (Word, Excel, Open Office, internet etc.)
- Motivation and ability to work in a team
- Loyalty and confidentiality
- Polite and professional conduct
- Poise
- Ability to work under pressure and good organizational skills

Contract conditions and compensation are based on local law, per the standard employment agreement for nondiplomatic staff at the German foreign missions in the U.S., and on the corresponding pay scale. Monthly pay is based on a 40-hour week; overtime is additionally compensated.

Applicants who are not U.S. citizens must have a valid work permit. A sponsorship by the Consulate General is not possible.

The Federal Foreign Office supports the professional advancement of women and expressly invites qualified women to apply.

Following selection, the successful candidate must demonstrate good health (through a medical examination by the Consulate General's partner physician) prior to hiring. A personal background check and security clearance will also be carried out. Your readiness to assist in these procedures is assumed.

**Please send your complete written application** along with the customary documents (letter of application, resumé, proof of school-leaving certificate, references/letters of recommendation, copy of passport and, if applicable, Green Card, or visa, together with your work permit) by e-mail **by November 15, 2024**.

German Consulate General  
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Please note that the Consulate General will consider complete and timely applications only. No confirmations of receipt will be sent, and application documents will not be returned. The Consulate General will contact only those candidates who are invited to a personal interview. Interviews are tentatively scheduled to take place **beginning/mid December**.

For additional information on the job opening, please contact Mr. Rahlenbeck (tel.: +1-404-905-0030, e-mail: [Vw-1@atla.diplo.de](mailto:Vw-1@atla.diplo.de)). For further information about the Consulate General, please visit us at [www.germany.info/atlanta](http://www.germany.info/atlanta).

Information about data privacy rights pursuant to Article 13 of the EU General Data Protection Regulation can be found at <https://www.germany.info/us-en/datenschutz>.