



Permanent Mission  
of the Federal Republic of Germany  
to the United Nations  
New York



Consulate General  
of the Federal Republic of Germany  
New York

## **Job Opening**

The Permanent Mission of the Federal Republic of Germany to the UN and the German Consulate General of the Federal Republic of Germany are offering a temporary employment for up to 6 months as **housekeeper** starting **March 1<sup>st</sup>, 2019**

### **Description:**

You will be working for the building management and mainly help with maintenance tasks as well as arranging seats and installations for events in the German House

### **Duties and Responsibilities**

- Ensuring that the job site is always kept in a clean and organized manner
- Arranging seats and installations for numerous events in the German House and the three residences like exhibitions and receptions, monitoring jobsite regarding health and safety
- Executing craft activities and minor repairs as well as identifying areas of work

### **Qualifications and Requirements**

- Very good knowledge of English language – German language skills desirable
- Ability to communicate and work in a team, positive team spirit
- Dealing with reasonable complaints and requests with professionalism and patience
- Excellent physical condition
- Willingness to be flexible as well as take on extra work when necessary
- US-Citizen or valid work permit for the USA (green card)

Please send your application along with additional documents (CV, copies of diploma/certificates, employment references/recommendations, copy of passport/green-card) by **February 22<sup>nd</sup>, 2019** to:

**Permanent Mission of Germany to the United Nations**

**Joint Management Office**

**attn.: Mr. Mark Strohmenger**

**871 United Nations Plaza**

**New York, NY 10017**

**Email: [yw-10-vn@newy.diplo.de](mailto:yw-10-vn@newy.diplo.de)**