

The American Consulate General
Requires a
Executive Assistant

Salary: FSN 7 - \$67,848 – \$88,198
Full-Time (40 hours per week)

The successful applicant will perform the full range of executive assistant duties to the Consul General, including scheduling appointments and meetings, arranging representational functions, maintaining protocol resources, tracking expense accounts, preparing correspondence and reports, and maintaining electronic records. The position requires a minimum of three years of experience in a position of responsibility at the executive assistant level. Discretion and strong interpersonal, communication, and time management skills are required. The successful applicant must be fully proficient with Microsoft Office programs to include Word, Excel, PowerPoint, and Outlook. Applicants must be able to pass a security background check and pre-employment medical examination in order to be considered. For further details and information on how to apply for this position, please visit our website: <https://bm.USConsulate.gov> or email: HamiltonHR@state.gov

Closing date for Applications: May 3, 2019