



BECOME A FOREIGN SERVICE OFFICE MANAGEMENT SPECIALIST

As an **Office Management Specialist**, you will provide office management and administrative support to U.S. diplomats (consular, economic, management, political, public diplomacy, and regional security officers), in embassies and consulates abroad. You will ensure the smooth management of our U.S. diplomats' business, including scheduling meetings, coordinating high-level visits and conferences, arranging travel, managing electronic filing and retrieval of documents as well as the circulation of incoming electronic documents and cables, and handling general office management duties.

Your strong command of the English language and exceptional grammar is critical, along with superior executive office management skills and an in-depth knowledge of office computer software. A Microsoft Office Specialist (MOS) certificate in either Word 2007 or Word 2010, or your ability to obtain one, is required.



- High school plus 3 yrs.' specialized experience; Associate's degree in Office Management, Business Administration, or other related field plus 2 yrs.' experience; or BA or BS in any major and one year of specialized experience.
- Worldwide availability required
- U.S. citizenship required
- Between 21-59 yrs. old to be appointed
- \$35,014 - \$51,419
- Paid housing and K-12 education for dependent children when serving overseas
- Training and career development
- Federal retirement benefits

U.S. DEPARTMENT OF STATE

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