



The **German Historical Institute London** is seeking to employ **at the earliest opportunity**  
**one part-time receptionist (24 hours per week)**  
on a **permanent basis**.

**Main tasks:**

- To be the first point of contact for visitors to the Institute
- To answer and forward telephone calls
- General office duties (e.g. data entry and maintaining the data base)
- Processing incoming and outgoing post (including mail shots)
- Accepting and checking deliveries of all kinds
- Selling photocopying cards; issuing readers' cards for the Library
- Supporting the administration, facilities manager, and event organization
- Controlling access to the building and occasional bag checks

**Requirements:**

- German language to native-speaker level
- Very good knowledge of English
- Ability to use MS Office
- Reliability and a sense of responsibility
- Friendly, professional manner and a commitment to customer service
- The ability to work under pressure
- A good team player
- Willingness to work occasional late shifts (until 8 p.m., sometimes later)
- Willingness to work on Saturdays during conferences (about seven per year)
- You must be able to demonstrate that you have the right to live and work in the UK

Training will be provided. Your employment contract will be based on English law. Working hours are 24 hours per week. The distribution of working hours will be agreed before your contract begins. The salary is based on the pay scales of the German Embassy in London and is **£1,477.80 gross** for a 6-month probationary period, thereafter **£1,537.20 gross**. In principle, the salary is taxable in Germany; the only exception is for British nationals who do not also have German citizenship, who are taxed in the United Kingdom.

All applicants must provide proof of their right to live and work in the UK.

Please send, **by 21 March 2021**, a detailed written application (a letter of application in German **and** English **as well as** a CV in German **and** English) by email to:

[Bewerbung@ghil.ac.uk](mailto:Bewerbung@ghil.ac.uk)

By submitting your application documents, you accept that your application will be forwarded to the members of an internal selection committee as part of the selection process. Applications will be used solely for the purpose of the selection process and will be deleted after the process has been completed in compliance with data protection regulations.

**Please do not contact us with enquiries during the application process. We will contact you if you are shortlisted. Interviews are scheduled for the end of March/beginning of April 2021.**