



Consulate General  
of the Federal Republic of Germany  
San Francisco

**The German Consulate General is looking to fill the full-time position (40 hours weekly) of  
Driver and Facility Manager (m/f/d) by  
January 2026**

The position entails the following responsibilities and duties:

**Driver (50%):**

- Driving the Consul General and other staff members to official events in San Francisco and greater region, including after regular work hours and/or on weekends
- Upkeep, Cleaning and Refueling of two vehicles
- Organizing regular maintenance or repair appointments for the two official vehicles

**Facility Manager (50%):**

- Minor Repairs and upkeep/touchups in both buildings (Consulate General and Residence), minor repairs and maintenance of technical setup and appliances
- Stocktaking, organization and upkeep of workshop
- Setting and maintaining contact with technicians and specialized professionals/handymen/companies
- Organizing and overseeing specialized or major repairs in both buildings, technical setup and appliances
- Assisting with other administrative/logistical tasks if needed

The Consulate offers a competitive salary (starting at around USD 5,000.00 per month), health insurance (starting one month after hiring) and a 401k (after the probationary period of six months).

We also offer 17 paid vacation days per year, which will extend up to 28 days after several years, 13 paid sick days and 13 paid German/American national holidays.

Overtime will be reimbursed.

If you are interested in this position, we would be happy to receive your application letter and the following documents. Please send them to the following e-mail [vw-S1@sanf.diplo.de](mailto:vw-S1@sanf.diplo.de) no later than December 19th, 2025:

- CV
- Motivation letter
- Copy of ID or Passport
- Copy of Green Card (if applicable)
- Copy of Driving License
- Proof of safe driving record (for example by your car insurance)
- References

The Consulate General is looking for a conscientious and experienced individual to complete its team.

We can only accept applications by persons with US citizenship or Green Card holders, preferably residing in the Bay Area.

Suitable candidates will be invited to an interview in person.