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## Employment Opportunity

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**NAT-17-37**

**Administrative Assistant-Convenience Plus (Start Date: ASAP)**

**Part Time (up to 30 hrs. a week)**

**Convenience Plus**

**Building 70**

**Posting Date: August 7<sup>th</sup> 2017**

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Under the supervision of the Convenience Plus Manager, the Administrative Assistant provides administrative support such as research, data entry and compilation, record keeping, creating presentations, internal/external correspondence, and creating reports. Maintains files and spreadsheets to track, summarize and analyze sales (as required ). Also responsible for maintaining pricing and product databases

**Qualifications:**

College diploma or certificate in Office Administration, Business Administration, Accounting or related field

OR

High School diploma AND several years experience in a office administration or related field

**Open To:**

All Qualified and \*Eligible applicants

**Language Requirements:**

English essential, German an asset

**Knowledge Requirements**

- Of basic accounting principles
- Of office administration
- Of record keeping and filing systems

**Experience Requirements**

- In office administration
- In invoice and credit processing
- In maintain electronic and traditional filing system
- In data entry, data manipulation, record keeping and retrieval techniques
- In using inventory information system
- In using software for word processing, spreadsheets, presentations, databases, email

**Closing Date: August 12<sup>th</sup> 2017**

All applicants are required to bring their NATO ID and shopping card/Ration Card (when applicable) for verification of status. We thank all applicants in advance, however, only those selected for an interview will be contacted.

**\*Eligibility:** Restricted to dependants of serving NATO Military or Civilian Component members, who are not nationals of any state which is not a party to NATO or citizens or residents of host nation. When positions are available to local residents they may be posted at the Arbeitsamt in Geilenkirchen

Application forms can be obtained from the NATEX/AMSTO Administration & Personnel Office at Building 74, any NATEX Outlets, or visit [www.natex.de](http://www.natex.de)  
Completed applications must be submitted to the NATEX Personnel Office at Building 74 no later than 16:00 on the closing date