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## Employment Opportunity NAT-17-46

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**Buyer**

**Full Time**

**( 38.5 hours per week)**

**Posting Date : September 11, 2017**

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Under the supervision of the Retail Plus Management, the Buyer works closely with the field operators and suppliers in order to ensure NATEX outlets are offering the best possible products to meet customer needs while meeting sales and profit objectives and to ensure stock levels are maintained at all times. He/She provides administrative support in the preparation and completion of merchandise programs for NATEX outlets. She/he also oversees compilation, verification, records and processes purchase orders, supplier lists, basic stock programs, return sheets, markdowns, mark-ups, and other related inventory/purchase programs

**Qualifications:**

Post secondary degree or diploma in retail business management, business Administration, Accounts or related field

OR

An acceptable combination of education, training and experience will be considered.

**Open To:**

All Qualified applicants

**Language Requirements:**

English mandatory. German language is an asset

**Knowledge Requirements**

- Of basic accounting principles
- Of office administration practices and procedures
- Of time management techniques
- Of filing systems and record management

**Experience Requirements**

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

**Closing Date: September 29<sup>th</sup> 2017**

All applicants are required to bring their NATO ID and shopping card (when applicable) for verification of status.

We thank all applicants in advance, however, only those selected for an interview will be contacted.

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