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## Employment Opportunity

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NAT-18-002

Retail Department Supervisor

Part Time

NATEX Retail Plus Store

Building 296

Posted on January 3<sup>rd</sup> 2018

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Under the supervision of the Retail Store Manager, the Department Supervisor is responsible for the effective and efficient operation of the assigned department(s). Supervises and co-ordinates sales staff and cashiers (as required), assigns work to staff in accordance with managerial direction and provides constant and consistent feedback to all employees. He/she will be responsible for ensuring superior customer service and provide the necessary training to all staff members to ensure a consistent approach to all NATEX policies and procedures. Must be able to work with minimal supervision and have the ability to organize and effectively communicate with others either verbally and/or written. Previous experience in a supervisory position is essential. Must be flexible and able to work weekdays and weekends.

### Qualifications:

High School diploma AND several years of experience in a related field

OR

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

### Open To:

All Qualified and \*Eligible applicants

### Language Requirements:

English essential, German an asset

### Knowledge Requirements

- Of inventory control
- Of retail store operations
- Of marketing methods and product presentation
- Of health and safety practices

### Experience Requirements

- In customer service relations
- In employee relations
- In supervisory role
- In sales and sales merchandising
- In cash handling
- In using software for word processing, spreadsheets, databases, email

**Closing Date: January 13<sup>th</sup> 2018**

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.

<p><b>*Eligibility:</b> 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</p>
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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