



Employment Opportunity

NAT-HR-020
Invoice Clerk
Part Time (Up to 30 Hrs/week)
NATEX Buying Department
Building 74
Posting Date: April 9, 2018

Under the supervision of the Retail Buyers, the Invoice Clerk ensures all purchase orders and invoices are checked, reports discrepancies to manager, and prepares credit requests when applicable. He/she assists with transfers and retail price changes, also ensures supplier discount, invoices and applicable purchase orders are processed and forwarded to the Accounting office for payment.

Anticipated start date is Last week of May & 1st week of June.

Qualifications:

High School diploma AND some years experience in accounting, bookkeeping, or in related field

Open To:

All Qualified and *Eligible applicants

Language Requirements:

English essential, German an asset

Knowledge Requirements

- Of invoicing
- Of budgeting administration
- Of office procedures

Experience Requirements

- In basic accounting
- In preparing sales reports
- In stocktaking and inventory checks
- In providing customer service
- In using software for word processing, spreadsheets, databases, email

Closing Date: April 20, 2018

All applicants are required to bring their NATO ID and shopping card for verification of status. We thank all applicants in advance, however, only those selected for interview will be contacted.

<p>*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</p>

Application forms can be obtained from the NATEX/AMSTO Administration & Personnel Office at Building 74, any NATEX Outlets, or visit 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



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