
Employment Opportunity

NAT-18-25

Store Management Suite (SMS) Assistant (Start date: August, 2018)

NATEX/ AMSTO Administration & Personnel Office

Building 74

Posting Date: 07th May, 2018

Under the supervision of the Senior Customer Relationship Manager, the SMS Assistant maintains the performance, integrity and security of the SMS database. The successful incumbent shall assist the SMS Specialist in troubleshooting, planning and program development. Responsible for ensuring all costs and retail pricing is accurate and reflected on the price labels. Maintains overall ticket integrity and ensures all EAN/UPCs are correct and that they scan correctly through the system

Qualifications:

High School diploma AND several years' experience in retail, bookkeeping, or 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 office procedures
- Of invoicing systems
- Of filing systems and records management
- Of inventory systems

Experience Requirements

- In Retail
- In basic accounting
- In preparing sales reports
- In providing customer service
- In stocktaking and inventory checks
- In data entry, data manipulation, record-keeping, and retrieval techniques
- In maintaining electronic databases and traditional filing systems
- In using software for word processing, spreadsheets, presentations, databases, e-mail, and Internet browsing

Closing Date: 18-May-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>*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