

---

## Employment Opportunity

---

### Buyers Assistant-Retail (Building 74)

Part Time

Part Time – Up to 30 hours per week

**NAT-19-07**

**Posting Date: 12-March-2019**

---

Under the supervision of the 'Buyer-Retail', the Buyers Assistant provides administrative support in the preparation and completion of merchandise programs for NATEX outlets. He/she communicates with suppliers and NATEX outlets as directed by Management. She/he also compiles, verifies, records and processes purchase orders, supplier lists, basic stock programs, return sheets, markdowns, mark-ups, and other related inventory/purchase programs

#### 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 applicants

#### Language Requirements:

English essential, German desirable

#### 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: 19-March 2019**

**\*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

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 Human Resources I Office at Building 74 no later than 16:00 on the closing date