
Employment Opportunity

NAT-19-20

Category Assistant- Duty Free

Part Time – (0-30 hrs per week) (Bld. 74)

Posting date: May 14, 2019

Under the supervision of the Duty Free Category Manager, the Category 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 AND some years' experience in office administration or a related field

OR

High School diploma AND several years experience in a office administration or related field

OR

A demonstrated equivalent combination of education, training and/or experience. This includes but is not limited to demonstrated military education, training or experience

Open To:

All Qualified applicants

Language Requirements:

English and German an asset

Experience Requirements

Knowledge Requirements

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

- In office administration
- In retail environment & providing customer service
- In maintaining 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

***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

Closing Date: May 24 2019

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

Completed applications must be submitted to the NATEX Personnel Office at Building 74 no later than 16:00 on the closing date