
Employment Opportunity

NAT-19-37

Department Supervisor-Retail

Part Time(Up to 30 hrs/week)

NATEX Retail Plus Store

Building 296

Posted on 09 August 2019

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 marketing methods & product presentation
- Of retail store operations
- Of filing systems and records management
- Of inventory control procedures
- Of loss prevention
- Of office organization and procedures
- Of health and safety practices

Experience Requirements

- In cash handling
- In budget administration
- In training staff
- In sales
- In personnel administration
- In visual merchandising
- In inventory management
- In using software for word processing, spreadsheets, databases, email

Closing Date: 23 August 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.

***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