



Category Assistant

CFMWS – WHERE PURPOSE MEETS PASSION!

At Canadian Forces Morale and Welfare Services (CFMWS), we're more than just a workplace; we're a proud community dedicated to supporting Canadian Armed Forces members, veterans and their families in their daily lives. We carefully curate and provide programs and services designed to meet their unique needs and enhance their mental, social, physical, financial and familial well-being. CFMWS employees deliver programs and services including recreation, sports and fitness programs, customized financial services, retail services, access to retail savings and discounts and offers family support and organizes charity events.

NATEX provides tax and duty-free goods and services in Europe. As part of its agreement with CFMWS and CANEX since 1980, NATEX provides real value to NATO members, the Canadian Armed Forces (CAF) community and their families in Europe by delivering a personalized, consistent and familiar shopping experience. NATEX is committed to the CFMWS mission and values that promote a professional culture, recognizing the importance of mutual respect and a healthy work environment.

Our success stems from living our values. Our employees care about their support role and act with integrity in all they do. Thriving in a close-knit environment, we act as one team with one mission. We constantly seek new ideas and creative ways to deliver the best possible commercial services.

As an employer, we offer a commitment to your health, wellness and growth. We provide a diverse range of roles across many locations and a career where you can make a meaningful impact.

LOCATION: Geilenkirchen Germany - NATO Base

SALARY: Dependents of Serving NATO Military or Civilian Component Members
Canadians and Non-Canadian
16,04 - 17,57 Euros Per Hour
Temporary Full Time

Also Open to

Local Nationals (CTA)
17.18 - 23,35 Euros Per Hour
Temporary Full Time – 1 Year Initial Contract

THE ROLE

Reporting to the Wholesale Business Development Manager NATEX, Rex Clarke , the Category Assistant provides administrative support to the merchandising and category management functions of NATEX retail operations. The incumbent assists with maintaining product information, processing purchase orders, managing supplier records, supporting promotional programs, and ensuring the accuracy of inventory and pricing data. The Category Assistant liaises with suppliers and store locations as directed, maintains documentation and records, and contributes to the effective execution of retail and merchandising initiatives across NATEX locations.

QUALIFICATIONS NEEDED

High School diploma AND some experience in a related field

An acceptable combination of education, training and experience will also be considered

KNOWLEDGE NEEDED

- Retail merchandising, inventory management, and purchasing processes.
- Office administration practices and procedures.
- Basic accounting and invoice processing principles.
- Records management, filing systems, and data integrity practices.
- Microsoft Office applications, particularly Excel, Word, and Outlook.
- Retail information systems and database applications.
- Online merchandising, digital marketing, and e-commerce principles is considered an asset.
- NATEX programs, policies, and retail operations is considered an asset.

EXPERIENCE NEEDED

- Maintaining product, pricing, inventory, and supplier information in computerized systems.
- Preparing and processing purchase orders, invoices, and other procurement-related documentation.
- Data entry, record management, and maintaining accurate business records and files.
- Communicating and coordinating with suppliers, internal stakeholders, and retail locations.
- Microsoft Office applications, including Excel, Word, Outlook, and other business software applications.
- Experience supporting promotional, merchandising, or e-commerce initiatives is considered an asset.
- Providing administrative support in retail, merchandising, category management, or purchasing environment.

LANGUAGE REQUIREMENTS

English Essential / German an asset

BENEFITS AVAILABLE

Health Benefits: Drug coverage, healthcare spending account, virtual care, Employee and Family Assistance Program, mental health support, travel insurance, dental, vision, life insurance and disability insurance. (Canadian Employees Only)

Work Life Balance: Flexible work options and a wide range of paid/unpaid leave, including paid vacation, family related leave and personal days.

Learning and Development: Payment of professional association memberships, online learning opportunities including a LinkedIn Learning subscription and second language training.

OTHER INFORMATION

This is an on-site position with an assigned work location.

Open to:

Dependents of serving NATO Military or Civilian Component members, Canadian and Non-Canadians who are not nationals of any state, which is not a party to NATO or citizens, or residents of host nation.

This Position is also open to Local Nationals (CTA) and will be posted online on the Arbeitsamt site.

Conditions of Employment:

- Reliability Clearance and Background Checks

Application Deadline: Open Until Filled

START DATE

As soon as possible

INCLUSION AND ACCOMMODATION

CFMWS is committed to providing an inclusive, equitable and accessible environment, where all employees feel valued, respected and supported. We welcome applications from all qualified candidates who can help us build a workforce that reflects the diversity of Canadian society. If contacted in relation to a job opportunity or assessment, you should advise the recruitment team in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

To apply, scan the QR code which will take you to the application page.



Or click on the following URL: <https://ca01-apply.sabatalentlink.com/apply-app/pages/application-form?jobId=QDCFK026203F3VBQBLOLO8MBD-47740>