



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.

SALARY: 15.46 – 16.94 Euros Per Hour

LOCATION: Geilenkirchen, Germany – NATO Base

POSITION TYPE: Temporary Full Time – 38.5 Hours Per Week
Position Tied to the End of Contract of Sponsored Spouse

THE ROLE

Under the supervision of the Category Manager, the Category Assistant provides administrative support in the preparation and completion of merchandise programs for NATEX outlets. They communicate with suppliers and NATEX outlets, as directed by Management. They also comply, verify, record and process purchase orders, supplier lists, basic stock programs, return sheets, markdowns, mark-ups, and other related inventory/purchase programs.

QUALIFICATIONS NEEDED

Education, Certifications and Licenses

- High School diploma AND some experience in a related field
- An acceptable combination of education, training and experience will also be considered
- A demonstrated equivalent combination of education, training and/or experience. This includes but is not limited to demonstrated military education, training or experience

Experience

- Creating, updating and maintaining an online product line
- Office administration, in an e-retail environment & In maintaining filing systems
- Data entry, data manipulation, record keeping and retrieval techniques & In creating templates and forms
- Accounts payable & In invoice processing
- Administering vendor contracts
- Using social media, in using inventory information system
- Using software for word processing, spreadsheets, databases, email

Competencies

Client focus, organizational knowledge, communication, innovation, teamwork and leadership.

LANGUAGE REQUIREMENTS

English Essential / German an asset

BENEFITS AVAILABLE

Health Benefits: Accidental death and dismemberment coverage (Canadians only)

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

Learning and Development: 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 not open to local nationals. When local national positions are available, they may be posted at the Arbeitsamt in Geilenkirchen.

Conditions of Employment:

- Reliability Security Clearance and Background Check
- NATO ID

Deadline to Apply: Open Until Filled

START DATE

May 26th, 2025

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: [Apply](#)

To view all opportunities:



[CFMWS](#) | [MFS](#) | [OUTCAN Europe](#) | [CFMWS](#)

Do not see an opportunity that currently interests you? Visit www.cfmws.ca/careers and apply to our General Application.