



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
15,72 - 17.22 Euros Per Hour
Up to 30 Hours Per week
Temporary Part Time – 12-15 Month Contract

Also Open to

Local Nationals (CTA)
17.18 - 23,35 Euros Per Hour
25 Hours Per Week – 12-15 Month Contract

THE ROLE

Under the supervision of the Director - NATEX , the Category Assistant provides administrative and operational support to the Merchandising Section in the development, coordination, and maintenance of merchandise programs for NATEX retail and e-commerce operations. The incumbent supports product listing management, vendor relations, purchasing and inventory processes, and online merchandising activities to ensure the timely availability and accurate presentation of products across sales channels. The Category Assistant collaborates with suppliers, retail outlets, marketing, and internal stakeholders to administer vendor agreements, maintain product information, support promotional initiatives, analyze customer purchasing trends, and resolve product and delivery-related issues. The role also ensures the integrity of purchasing records, reports, and documentation while contributing to the effective delivery of merchandising programs in compliance with organizational policies, procedures, and applicable regulations.

QUALIFICATIONS NEEDED

High School diploma AND some experience in a related field

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

EXPERIENCE NEEDED

- 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

LANGUAGE REQUIREMENTS

English Essential / German an asset

BENEFITS AVAILABLE

Health Benefits: Accidental Death and Dismemberment coverage (Canadian Employees Only)

Work Life Balance: Paid time off – Personal and Family Days, Vacation Pay

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 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

August 24th, 2006

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-46783>

To view all opportunities:



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