



ADMINISTRATIVE ASSISTANT MARKETING - NATEX

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: 14,74 – 16,19 Euros Per Hour

LOCATION: Geilenkirchen, Germany – NATO Base

POSITION TYPE: Temporary Part Time – Until the end of Spousal Posting
Up to 30 Hours Per Week

THE ROLE

Under the supervision of the Advertising and Promotions Manager, the Administrative Marketing Assistant provides administrative support such as research, data entry and compilation, record keeping, creating presentations, correspondence, creating reports, scheduling and follow-up action. They maintain product and pricing information and databases, as required. They will request photography samples and electronic artwork from suppliers and other sources, as required. They will ensure artwork is available to the Advertising Department as per schedule; including verifying for accuracy. They will update website, social media platforms, and event calendars, as directed by manager/supervisor.

QUALIFICATIONS NEEDED

Education, Certifications and Licenses

College diploma or certificate in Business Administration, Office Administration, Automated Office Systems or a related field OR An acceptable combination of education, training, and experience will also be considered.

Experience

In office administration and in providing clerical support
In retail
In compiling and maintaining data for statistical and/or accounting purposes
In data entry
In web content administration
In using social media platforms

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 (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.

Conditions of Employment:

- Reliability Clearance and Background Checks
- NATO ID

This position is **NOT** open for Local Nationals/ CTA

Application Deadline: Open Until Filled

START DATE

September 7th, 2026

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=QDCFK026203F3VBQBL0LO8MBD-46451>

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.