



American Embassy Baghdad Employee Association (AEBEA) is looking for a General Operations Assistant

AEBEA is looking for a General Operations Assistant to support its general business activities by providing oversight of the facilities and activities of the Association located at the American Club. The incumbent is expected to perform inventory counts and control for the memorabilia store, bar, and storage facilities, and recommend policies and procedures for Board consideration.

If you meet these qualifications please apply.

- ▶ Completion of secondary education
- ▶ Two (2) years experience in handling inventory or merchandizing in a store or a facility
- ▶ Good working knowledge in reading, writing, speaking English
- ▶ Good knowledge of inventory control and/or merchandizing
- ▶ Hands on knowledge of store or facility operations
- ▶ Customers services skills
- ▶ MS office computer skills with specialty in MS Excel

AEBEA offers an attractive salary package of USD 2,538 per month, which includes an insurance and retirement package. In addition, the position is located within a good working environment and there is an opportunity for personal and professional development.

To apply, please send a current resume/CV in English and copies of your educational and service certificates to this email address: BaghdadHR@state.gov.

Please don't forget to mention the position – AEBEA General Operations Assistant in the subject line of the e-mail.

Application closing date is: July 28, 2010.

If you would like to know more about the job, please refer to the attached position description.

Position description of AEBEA General Operations Assistant

Basic Function of Position: The incumbent reports to the Board of Directors and supports general business activities by providing oversight of the facilities and activities of the Association located at the American Club. The incumbent is expected to perform inventory counts and control for the memorabilia store, bar, and storage facilities, and recommend policies and procedures for Board consideration. The incumbent will coordinate with Embassy's security and management personnel to carry out duties.

Major Duties and Responsibilities:

Responsibilities include:

- Managing the AEBEA American Club space during normal working hours (Sunday-Thursday) including the scheduling, use, set up and clean up of the Club by individuals, groups and offices. 30%
- Reporting to the Board of Directors, working with the appointed committees, advising post management, furthering the plans and goals of the Association, and implementing policies and operating procedures of the Board of Directors. 10%
 - Attending meetings of the Board of Directors and offering professional opinion on matters under discussion, making suggestions or recommendations for changes in the Board's policy within her/his scope of operations. 5%
 - Consulting with the Board when it is contemplating changes in policy that may affect any or all of the operations, suggesting or recommending changes, and directing the implementation of such change. 5%
- Coordinating with the Bar Operations Subcommittee Chairman or his designee to ensure the bar is fully stocked and set up on Tuesday (when applicable), Thursday, and Friday evenings. (Note: This only applies to set up. Bar Managers will be responsible for operating and closing the bar). 15%
- Coordinating with the Memorabilia Subcommittee Chairman or his designee to ensure the memorabilia store is fully stocked, organized, and clean. 15%

- Developing a sound internal control system to deter employee, volunteer, and customer theft, track inventory, and to provide overall safeguards of all of the Association assets.
 - Prepares purchase orders and submits to the Board for approval in order to maintain a steady inventory in both the AEBEA Bar and Memorabilia Store. 10%
 - Performs monthly counts of all AEBEA inventory. 5%

- Distributing publicity for AEBEA-sponsored events to the Embassy community. 5%

- Maintaining the standards and quality of the merchandise, services, facilities, and customer relations.

Work-week: 40 hours

Education: Completion of secondary school is required

Prior Work Experience: Two (2) years experience in handling inventory or merchandizing in a store or a facility is required. Experience in ordering and receiving inventory is preferred.

Language Proficiency: Level 3 (good working knowledge) Speaking/Reading/Writing English is required.

Job Knowledge: Good knowledge of inventory control and/or merchandizing is required. Working knowledge of store or facility operations is required.

Skills and Abilities: Good customer service and public relations skills are required. Good time management skills, organizational skills, and MS Office skills especially MS Excel are required. Ability to learn new computer software as needed. Ability to work as part of a team and work long-hours as required.

Supervision Received: General direct supervision is received from the AEBEA Vice-Chair; specific work guidance is received from the Memorabilia Subcommittee Chairman and the Bar Operations Subcommittee Chairman or their designees.

Supervision Exercised: None

Available Guidelines: AEBEA and Commissary & Recreation Affairs guidelines and policies will provide the basis for all operations and controls.

Exercise of Judgment: Must exercise good judgment in carrying out and prioritizing work. Must be able to work independently, with minimal day-to-day direct supervision.

Authority to Make Commitments: None

Nature, Level and Purpose of Contacts: Contact with all levels of Embassy personnel and external contacts, including cleaning contractors and vendors.

Time Expected to Reach Full Performance Level: 6 months