

# **JOB OPPORTUNITY**

## **Bucharest Employees Recreation Association (BERA)**

**Opening Date:** March 3, 2020  
**Closing Date:** Applications must be received by  
**March 20, 2020 at 5pm**  
**Position:** Commissary Manager and Operational Support Assistant  
**Who May Apply:** Position is open to Romanian citizens and American  
Eligible Family Members, and U.S. Citizens in Romania  
**Proposed Salary Rate:** \$15.00-18.00/per hour

### **Major Duties:**

The Commissary Manager is the major communication link between the general commissary membership and the operations and procurement functions of the commissary. The Manager is responsible for ascertaining the needs and desire of Commissary members, overseeing the efficient and economic operation of the Bucharest Commissary, and supporting the effective execution of school bus transportation services. Operational support duties will include administrative assistance with the other BERA cost centers (bus and concierge) and include making various payments on behalf of BERA such as concierge services, payroll, local and federal taxes, and other payments as needed. This position will also be responsible for supervising Commissary and School Bus staff.

### **Required Qualifications:**

- ✓ High School Diploma required
- ✓ Fluency in written and spoken English
- ✓ High energy level and the ability to adapt to new procedures and processes
- ✓ Effective time management skills
- ✓ Strong organizational skills with the ability to handle a fluctuation in customer demand.
- ✓ Minimum of one year in a leadership or management capacity
- ✓ Minimum of one year of experience in a business or customer service position

### **To Apply:**

Interested candidates should submit a current Resume/CV to the attention of La June Barnes at [BucharestBERABoard@state.gov](mailto:BucharestBERABoard@state.gov)

All applications are to be received by March 20, 2020 at 5:00pm. Late applications will not be considered.

### **Selection Process:**

Selected candidates will be contacted for an interview.