

AECSA in Amman

Vacancy Announcement

The American Embassy Community Services Association (AECSA), located at the U.S. Embassy in Amman, Jordan, is seeking an individual to work as a Part-Time Purchasing Agent. This position is open to all Eligible Family Members at post.

The incumbent will act as a primary purchasing agent for the Co-Op, and will assist the Gift Shop and Oasis restaurant with purchasing when needed, maintain an accurate, up-to-date inventory control system, and be responsible for the End of Year Inventory of Co-Op, Gift Shop, and Oasis. The position can be expanded to include innovative marketing and sales events at the co-op if time allows. This person will also perform all other duties assigned by AECSA Management.

The person who fills this position must have MS Office familiarity and general computing skills plus completion of high school. This person must be comfortable with ordering and purchasing alcohol and pork products. The person who fills this position will be paid between \$14 and \$17 per hour depending on relevant experience.

The person who fills this position must be available to work the majority of the summer. The purchasing agent's hours are variable depending on ordering and delivery schedules. On average they are between 20-30 hours per week. The purchasing agent must be flexible enough to help receive and process Co-op shipments, sometimes with little notice.

Position to start as soon as possible.

INSTRUCTIONS ON HOW TO APPLY:

Applicants should submit a resume and cover letter. Applications submitted by e-mail should be sent to: KaaoushJL@state.gov. In the e-mail subject line, applicants must list the title of the position. Applications can also be dropped off in person at the AECSA office to the attention of Jennifer Kaaoush, AECSA General Manager.

The deadline for this application is Wednesday, March 26th.