COOPERATIVE ASSOCIATION OF PRISTINA EMPLOYEES (CAPE)

OPEN TO: **ALL INTERESTED AND ELIGIBLE CANDIDATES. THIS INCLUDES US CITIZEN ELIGIBLE FAMILY MEMBERS, AND ALL ORDINARILY RESIDENT. ORDINARY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

POSITION: **GENERAL MANAGER**

OPENING DATE: JULY 2, 2013

CLOSING DATE: JULY 17, 2013

WORK HOURS: FULL TIME but will consider a work share program between two applicants applying jointly

SALARY: Euro 13,000 to 18,000 CONTINGENT ON EXPERIENCE

The Cooperative Association of Pristina Employees is seeking a qualified individual for the position of **GENERAL MANAGER.** The Association is a non-profit organization set up to provide services to U.S. Embassy employees. **This is not a position with the U.S. Embassy Pristina nor U.S. government and the position reports directly to the board.**

The duties and responsibilities shall include:

- Managing the commissary facility in a professional and businesslike manner, utilizing membership preferences, and ensuring optimum cleanliness, effective displays and proper rotation of stock.
- Manage the day to day operations of 3 TDY quarters – from making the initial reservations for guests to their final payment and check-out.
- Oversee the operation of the café and other business units set up by the association.
- Administering association general business; paying bills, forecasting association fiscal and personnel needs; budgeting for operations (TDY apartments and commissary); and interacting with the membership.
- 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.
- 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.
- Hiring personnel, making work assignments, and counseling or discharging employee(s) when the need arises.
- Directing the finances of the association and initiating the methods and procedures that will result in the financial position desired by the Board of Directors.
- Maintaining the standards and quality of the merchandise, services, facilities, and employee customer relations.
- Requisitioning, receiving, classifying, pricing, and arranging all merchandise sold in the facility.
- Soliciting membership preferences, operating the store during hours most beneficial to members, and justifying prices charged.
- Developing a sound internal control system to deter employee and customer theft, track inventory and funds, and to provide overall safeguards of all of the association assets.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Experience: Two years of general management, business, or retail preferred
Language proficiency: English level IV (fluent both written and spoken). Albanian Preferred

Skills: Must have computer skills, Word, Excel, Outlook, Accounting software.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

- Current resume or curriculum vitae

- Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. The candidate must be able to obtain and hold a FSN security certification.

SUBMIT APPLICATION TO

Cooperative Association of Pristina Employees (CAPE)
Nazim Hikmet, no. 30

*U.S. EMBASSY PRISTINA (if hand delivering resume-main pedestrian gate on Johan Gete, near Dragadon)
10000 PRISTINA, KOSOVO

For inquiries or additional questions, you may e-mail the CAPE board at:
PristinaEmployeeAssociation@gmail.com
**All applications must be submitted in hardcopy, submissions by e-mail will NOT be accepted.

CLOSING DATE FOR THIS POSITION: JULY 17, 2013