

EXCLUSIVE BOOKS

4 Biermann Avenue, Rosebank, 2196
PO Box 605, Rivonia, 2128
Telephone: +27 11 798 0000 | Fax: +27 11 803 0211

CAREER OPPORTUNITY

14 FEBRUARY 2014

BOOKSELLER /RECEIVER

LA LUCIA

We have a vacancy for a Bookseller/Receiver at our La Lucia store.

Outputs for the Job

Bookselling:

- Be curious and have a thirst for knowledge
- Be resourceful and be able to find out information
- Be proactive
- Be widely read and knowledgeable about the world in general
- Have a basic understanding of business and finance principles
- Have a basic understanding of retail principles
- Be able to create displays as well as keeping the section clean and tidy
- Ability of willingness to learn merchandising skills
- Handling Point-of-sale including sales, refunds, discounts
- Promoting Fanatics(customer Loyalty program)
- Assisting and advising customers
- Be computer literate (they must list the software they are competent in and what level of experience they have)
- Be internet savvy
- Be precise, detail orientated and accurate in whatever they do
- Work well in a team
- Be able to multitask
- Be able to work after hours, weekends, public holidays
- Ability to work overtime when required
- Be willing to attend events outside of store
- Manage difficult situations especially with people
- Speak English fluently

Receiving:

- Receiving stock (books, magazines, NBP, IBSTs) onto Word-stock
- Returning stock (books, magazines, NBP, IBSTs) from Word-stock
- Balancing invoices and managing invoice discrepancies (shorts, damages, incorrect supplies)
- Preparing books for the floor
- Maintaining receiving area and managing deliveries and pick ups
- Ensuring security in the back office
- **Must be able to work Saturdays and /or Sundays**

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Minimum Educational Qualifications: Matric/ NQF level 4

Knowledge

- Good knowledge of books and an interest in books
- Good general knowledge (art, music, etc.)
- Knowledge of sales procedures
- Thorough understanding of word-stock preferable

Skills

- Computer literate
- Strong Customer Focus
- Ability to work under pressure
- Well-developed numerical skills
- Excellent communication skills

Attributes

- Approachable
- People orientated
- Experience in Retail Environment preferable
- Organised and detail orientated
- Ability to work under pressure
- Previous experience in working with tills and cashing up

Applications should be addressed to:

Ravina Suknunan on fax (031) 562 9903 alternatively email to ravinas@exclusivebooks.co.za

APPLICATIONS CLOSE ON THE 28th FEBRUARY 2014

Should you not receive a response by 14th March 2014 please consider your application unsuccessful