

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

CAVENDISH

We have a vacancy for a Bookseller at our Cavendish store.

Outputs for the Job

- 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
- **Must be able to work Saturdays and / or Sundays**

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

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Applications should be addressed to:

Janescka Blom fax (021)683 5053 or alternatively email to janescgab@exclusivebooks.co.za

APPLICATIONS CLOSE ON THE 28th FEBRUARY 2014

Exclusive Books is an Equal Opportunity employer and as such, preference will be given to candidates who will add to the diversity of our organisation.

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