

EXCLUSIVE BOOKS

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

CAREER OPPORTUNITY

06 JUNE 2014

JUNIOR BRANCH MANAGER

LA LUCIA

We have a vacancy for a Junior Branch Manager at our La Lucia store.

Outputs for the Job

- Assuming the managerial role when necessary
- Providing a support function to the manager (ensuring that managerial decisions are implemented and assisting the manager at all times)
- Liaising between the manager and staff
- Ensuring the profitability of the store
- 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
- Manage difficult situations especially with people
- Speak English fluently
- Assisting the manager in all aspects of running the store:
 - Buying and selling
 - Stock management
 - staff management
 - Administration procedures
 - Product marketing including basic bookselling
 - Advising and assisting clients
 - Basic Bookselling including handling tills, ringing up sales, etc.
- Arranging functions such as book launches, literary luncheons, author visits, etc.
- **Must be able to work Saturdays and /or Sundays**

Minimum Educational Qualifications: Matric/ NQF level 4

Knowledge

- Previous supervisory experience
- Strong experience in a retail environment (at least 2 - 3 years)
- Administration skills
- People management skills
- Bookselling experience and good book knowledge
- Knowledge of all store processes / procedures (i.e. Receiving, buying, returns etc)
- Experience in Retail environment preferable

Skills

- Proficient in complete Microsoft Office Suite
- Strong Customer Focus
- Ability to work under pressure
- Ability to delegate
- Ability to handle conflict
- Word-stock

Attributes

- Approachable
- People orientated
- Organisational skills
- Accuracy
- communication skills
- Ability to work overtime when required

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Applications should be addressed to:

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

APPLICATIONS CLOSE ON 20th JUNE 2014

Should you not receive a response by 4th July 2014, please consider your application unsuccessful