

EXCLUSIVE BOOKS

4 Biermann Avenue, Rosebank, 2196
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CAREER OPPORTUNITY

06 JUNE 2014

REGIONAL MANAGER GAUTENG/OUTLYING

As the largest and leading book retailer as well as a recognized brand within and outside of South Africa, we have an exciting opportunity as a Regional Manager. The suitable candidate would have to operate in a fast-paced and highly competitive market. We are in need of a dynamic, creative and experienced person to fill a Regional Manager position with our business.

Minimum Qualifications

- A Matric with University exemption / NQF4
- 5 years retail experience in a management position – preferably at store or area manager level
- A Business degree or diploma would be advantageous

Duties

- Reporting to – GM operations.
- You will be allocated a defined set of stores that will become your responsibility to run in conjunction with the respective Branch Managers.
- The working hours for these positions are ‘as per operational requirements’. This implies working on weekends, and public holidays. Being able to travel is a requirement and expectation of the position.
- The successful candidates must be able to travel between stores continuously, including weekends and public holidays.
- Regional managers will be responsible for compliance in respect of operational standards, expense control, budget formulation and management, HR and IR at store level, service and hygiene standards, merchandising execution, shrinkage controls, recruitment, health and safety, stock take and any other operational functions that occur at store level.
- Regional manager will be required to complete continuous operations audits and report back to senior management on the performance of stores.
- Regional managers will be measured on quantifiable KPI targets which are aligned to business strategic imperatives.
- Regional managers will be required to provide written feedback for every store visit, regardless of the reason for the visit.

Required experience/skills

- Advanced Computer Literacy
- Advanced budget composition and management skills
- Tracking budget to actuals
- Highly experienced and skilled in IR & HR
- Proven track record in training
- Ability & proven track record in managing 15+ line managers
- Above average verbal and written communication skills
- Natural aptitude for working with detailed spreadsheets, which implies excellent excel skills and above average numeric skills.
- Have great interpersonal skills
- Must be able to delegate efficiently and follow up on tasks/duties that have been assigned

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- Proven track record in change management
- Candidates must possess merchandising skills which include conceptualization, design and execution.
- Candidate must possess skills in the field of people development. This includes formulating succession plans and executing succession programs.
- Ideally, the candidate will have experience in restructuring a retail business to maximize efficiencies. This includes shifting systems, pay grade systems, administration, policy formulation, audit functionality, streamlining job descriptions and others.
- The candidate must be knowledgeable with the current Wordstock Book Retail system and all its functionalities.
- The incumbent should be able to define functional and operational requirements in the new ERP system in line with business processes.
- The incumbent must be able to implement and train store staff on any new systems or processes
- The incumbent must understand and implement standard operating procedures in the group
- The incumbent should have an in depth understanding of stock management and stock control
- The incumbent will define and manage store KPA's and KPI's on an ongoing basis
- Must have a car and a code 08 driver's license.

Personal attributes

The ideal candidate must be:

- Customer-focused
- Must be able to endure stressful periods and work under pressure
- Have a passion for quality
- Have a keen eye for detail
- Must be highly organized with great administrative skills and planning ability
- Must be empathetic and optimistic
- Must be creative, innovative and an energetic team leader
- Must be able to change business direction quickly if required to do so as part of the business strategy
- Must be naturally disciplined, ambitious, punctual, attentive, self-motivated and above all, lead by example
- Must have that passion for books and similar products associated with book retail. The ideal candidate must have tons of energy, have a passion for his/her position and be able to balance the role of manager and being a support to the managers and stores at the coal face.

Key performance areas relating to operational efficiencies and performance area (financial/service delivery/performance management/people/administration/stock control/communication) will be dealt with once the successful candidate has been identified and hired.

Applications should be addressed to:

e-mail: careers@exclusivebooks.co.za

APPLICATIONS CLOSE ON THE 20th June 2014

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