

# EXCLUSIVE BOOKS

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## CAREER OPPORTUNITY

**1 AUGUST 2014**

**NIGHTSTAFF MANAGER (PERMANENT)**

**WATERFRONT**

We have a vacancy for a Night Staff Manager at our Waterfront store.

### ***Outputs for the Job***

- Ensuring the profitability of the store
- Bookselling, including handling tills, ringing up sales etc.
- Promoting Fanatics (customer loyalty programme)
- Planning/scheduling shift rosters
- Processing timesheets to facilitate payment of nightstaff salaries
- Handling customer queries
- An ability to be pro-active and become involved with entire functioning of the shop
- Performing supervisory functions (i.e. overseeing staff, delegating responsibilities, training night staff, etc)
- Managing the front shop
- Cash control / General Administration / Stock Management
- Overseeing security and store maintenance
- Implementing operating procedures
- **Must be able to work Saturdays and /or Sundays**

Minimum Educational Qualifications: Matric/ NQF Level 4

Knowledge	Skills	Attributes
<ul style="list-style-type: none"><li>• Previous supervisory experience preferable</li><li>• Extensive retail management experience</li><li>• Store related administration skills</li><li>• Proficient on Wordstock preferable</li><li>• People management skills</li><li>• Knowledge of retail management principles</li><li>• Excellent book knowledge</li></ul>	<ul style="list-style-type: none"><li>• Proficient in complete Microsoft Office Suite</li><li>• Strong Customer Focus</li><li>• Ability to work under pressure</li><li>• Excellent communication skills</li><li>• Ability to work evenings, Sundays and public holidays</li><li>• Ability to work overtime when required</li></ul>	<ul style="list-style-type: none"><li>• Approachable</li><li>• People orientated</li><li>• A retail related qualification would be advantageous</li><li>• Organisational skills</li><li>• Accuracy</li></ul>

Applications should be addressed to:

Meryke van Niekerk on fax ((021) 419 0909 or alternatively email to [merykev@exclusivebooks.co.za](mailto:merykev@exclusivebooks.co.za)

**APPLICATIONS CLOSE ON THE 15<sup>th</sup> AUGUST 2014**

**Should you not receive a response by 29<sup>th</sup> August 2014, please consider your application unsuccessful.**