

CAREER OPPORTUNITY

PRODUCT CONTROLLER: NON-BOOK PRODUCT

PRODUCT DEPARTMENT

EXCLUSIVE BOOKS - HEAD OFFICE

We have a vacancy for a Product Controller in the Product Department at our Head Office. The position will suit someone with exceptional administrative, operational and reporting skills. The suitable candidate must be a dynamic and motivated individual with an ability to work under pressure. Shop experience would be a welcome bonus.

Outputs:

- Coordinating supply chain of stationery, gift, toys, games & entertainment product (non-book product)
- Assisting non-book product buyer in centralization process
- Liaison between non-book product vendors and EB stores
- Coordinating operational aspects of supply chain (imports and local)
- Sales & stock reporting
- Liaising between shops, suppliers & marketing department with regards to periodic promotions
- Assisting non-book buyer to implement in-store merchandising solutions
- Monitoring supply process and returns to identify problematic areas and prevent overstocks and losses
- Liaising with suppliers to work towards greater profitability, market share & growth

The above is not the full scope of what will be expected from the candidate. The profile and extent of duties will adapt as the department develops.

Required minimum education: Matric with minimum 4 years administrative or operational experience, preferably in the book trade.

Requirements:

Knowledge	Skills	Attributes
<ul style="list-style-type: none">• Minimum 4 years administrative or operational experience	<ul style="list-style-type: none">• Knowledge of the Microsoft Office Suite• Above average knowledge of Excel• Excellent knowledge of Wordstock• Business writing skills• Good oral and written communication• Ability to work under pressure• Understand desktop environments & networking	<ul style="list-style-type: none">• Methodical• Flexibility• Analytical• Ability to relate at all levels• Cooperative disposition and good people skills• Confident• Ability to take initiative• Approachable• Strong Attention to detail

Applications should be addressed to:

Olinka Nell on fax 086 682 8817 or alternatively e-mail olinkan@exclusivebooks.co.za

APPLICATIONS CLOSE ON 19TH SEPTEMBER 2014

Should you not receive a response by the 3rd October 2014, please consider your application unsuccessful.