

## CAREER OPPORTUNITY

**3 OCTOBER 2014**

**BOOKSELLER**

**CENTURION**

We have a vacancy for a Bookseller at our Centurion 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.)

#### **Skills**

- Computer literate
- Strong Customer Focus

#### **Attributes**

- Approachable
- People orientated

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- Knowledge of sales procedures
- Thorough understanding of word-stock preferable
- Ability to work under pressure
- Well-developed numerical skills
- Excellent communication skills
- Experience in Retail Environment preferable
- Organised and detail orientated
- Ability to work under pressure
- Previous experience in working with tills and cashing up

Applications should be addressed to:

Applications should be addressed to:

Suzan Tapala on fax (012) 663 3797 alternatively email to [suzant@exclusivebooks.co.za](mailto:suzant@exclusivebooks.co.za)

**APPLICATIONS CLOSE ON THE 17<sup>TH</sup> OCTOBER 2014**

**Should you not receive a response by 31<sup>st</sup> October 2014, please consider your application unsuccessful**

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