

CAREER OPPORTUNITY

3 OCTOBER 2014

BOOKSELLER/RECEIVER

OR TAMBO DOMESTIC

We have a vacancy for a Bookseller / Receiver at our OR Tambo Domestic store

Outputs for the Job

- Bookselling, including handling tills, ringing up sales, etc.
- Administration procedures (receiving, returns, IBST'S etc.)
- Merchandising / Maintaining sections
- Promoting Fanatics (customer loyalty program)
- Processing customer orders
- Advising and Assisting customers
- Working with Wordstock . Maintaining the receiving area / Bookselling, including handling tills, ringing up sales, etc. Receiving books on a computerized system
- Monitoring book deliveries / tidying shelves/ unpacking of books
- Promoting Fanatics (customer loyalty program)
- Preparing stock for and moving stock to the shop floor
- Security on the receiving premises
- Liaising with shop manager on related matters
- Capturing subscriptions / Handling postage for the branch
- Liaising with publishers on related matters
- Processing customer orders / Advising and Assisting customers
- **Saturday and Sunday work is required**

Minimum Educational Qualifications: Matric/ NQF level 4

Knowledge

- Good knowledge of books and an interest in books
- Good general knowledge (art, music, etc.)
- Knowledge of sales procedures

Skills

- Computer literate - knowledge of spreadsheet and word processor
- Strong Customer Focus
- Ability to work under pressure
- Excellent communication skills
- Ability to work overtime when required
- Well developed numerical skills
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Attributes

- Approachable
- People orientated
- Experience in Retail Environment preferable
- Organised
- Ability to work under pressure
- Previous experience in working with tills and cashing up
- People orientated

T +27 11 798 0000

F +27 11 803 0002

www.exclusivebooks.com



31 Commerce Crescent
Kramerville Gauteng

PO Box 605 Rivonia
2128 Johannesburg

Applications should be addressed to:

Johanna Machebele on fax (011) 390 1270 or alternatively email to johannam@exclusivebooks.co.za

APPLICATIONS CLOSE ON THE 17TH OCTOBER 2014

Should you not receive a response by 31st October 2014, please consider your application unsuccessful

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