

CAREER OPPORTUNITY

9 JANUARY 2015

BOOKSELLER

BROOKLYN

We have a vacancy for a Bookseller at our Brooklyn store.

Outputs for the Job

- Be curious and have a thirst for knowledge
- 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
- Work well in a team
- Be able to work after hours, weekends, public holidays
- Ability to work overtime when required
- Be willing to attend events outside of store
- Speak English fluently
- **Must be able to work Saturdays and / or Sundays**
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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
- Thorough understanding of word-stock preferable

Skills

- Computer literate
- Strong Customer Focus
- Ability to work under pressure
- Well-developed numerical skills
- Excellent communication skills

Attributes

- Approachable
- People orientated
- Experience in Retail Environment preferable
- Organised and detail orientated
- Ability to work under pressure

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www.exclusivebooks.com

Applications should be addressed to:

Marlize de Jongh on fax (012) 460 9210 alternatively email to marlized@exclusivebooks.co.za

APPLICATIONS CLOSE ON THE 30TH JANUARY 2015

Should you not receive a response by 13th February 2015 please consider your application unsuccessful.

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