

## CAREER OPPORTUNITY

**9 JANUARY 2015**

**BOOKSELLER**

**HYDE PARK**

We have a vacancy for a Bookseller at our Hyde Park 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**
- 

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

T +27 11 798 0000

F +27 11 803 0002

[www.exclusivebooks.com](http://www.exclusivebooks.com)

Applications should be addressed to:

Lauren Watson on fax (011) 325 5001 alternatively email to [laurenw@exclusivebooks.co.za](mailto:laurenw@exclusivebooks.co.za)

**APPLICATIONS CLOSE ON THE 30<sup>TH</sup> JANUARY 2015**

**Should you not receive a response by 13<sup>th</sup> February 2015 please consider your application unsuccessful**

T +27 11 798 0000  
F +27 11 803 0002  
**www.exclusivebooks.com**