



PROTEA BOOKSHOP CARLTON CENTRE

POSITION: STORE MANAGER

DUTIES AND RESPONSIBILITIES

All functions related to the management of a book store, including:

- Store profitability
- Stock management: ensure that the correct stock is ordered, received and returned at the appropriate times
- Inventory maintenance: maintain the integrity of the operating system
- Staff management: lead, develop, supervise, motivate and discipline staff as required
- Customer service: ensure that the store delivers exceptional service to ALL customers
- Marketing: seek and develop new sales and business opportunities
- Housekeeping: ensure that the store remains clean, tidy, well-merchandised and inviting to both potential customers and employees
- Security
- Administration, e.g. cash control, banking, rosters, leave schedules

REQUIREMENTS

- Extensive experience in and knowledge of the book retail industry
- Willingness to work overtime, weekends and public holidays, when required
- Computer literacy

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Ability to communicate effectively, both orally and in writing
- Entrepreneurial spirit and abilities
- Ability to work under pressure
- Knowledge of Wordstock would be an advantage
- A positive attitude

Please send a detailed CV and application letter to: pklopper@proteabookshop.com

Applications close: **15 September 2016**.

Should you not receive a response by **22 December 2016**, please consider your application unsuccessful.