

## ASSISTANT SHOP MANAGER (STELLENBOSCH)

### DUTIES AND RESPONSIBILITIES

Assisting the shop manager with all functions related to the management of a bookshop, including:

- Overseeing all front of shop aspects
- Stock management: ensuring 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: ensuring that the shop delivers exceptional service to all customers
- Marketing: seek and develop new sales and business opportunities
- Arrange launches and events; maintain existing regular calendar of events; maintain newsletters
- School and academic books: maintain and develop relationships with schools and local university
- Housekeeping: ensure that the shop 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 business
- Own transport essential
- Willingness to work overtime, weekends and public holidays, when required
- Knowledge of MS Outlook, Excel, Word and Explorer. Knowledge of Pastel not required but an advantage
- Proficiency in Wordstock would be an advantage
- Ability to communicate effectively, both orally and in writing
- Ability to liaise professionally with publishers, lecturers, customers and authors
- Fluency in English and Afrikaans is essential
- Ability to work under pressure
- A positive attitude

Please send a detailed CV and application letter to: [phil@proteabooks.com](mailto:phil@proteabooks.com)

Applications close: **23 March 2018**.

Should you not receive a response by **31 March 2018**, please consider your application unsuccessful.