

## **ACADEMIC BOOK SPECIALIST (STELLENBOSCH)**

### **DUTIES AND RESPONSIBILITIES**

Manage the academic section, including:

- Liaising with publishers, lecturers, students
- Maintaining existing and developing new relationships with academic staff and institutions
- Compiling prescribed academic lists
- Stock management: ensuring that the correct stock is ordered, received and returned at the appropriate times
- Inventory maintenance: maintaining the integrity of the operating system
- Customer service: ensuring that the shop delivers exceptional service to all academic customers/students
- Marketing: seeking and developing new academic sales opportunities
- Compiling regular and ad hoc academic sales and other reports
- Housekeeping: ensuring that the shop remains clean, tidy, well-merchandised and inviting to both potential customers and employees

### **REQUIREMENTS**

- Extensive experience in and knowledge of the academic 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, students
- 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.