PROMOTION’S MANAGER

EXCLUSIVE BOOKS - HEAD OFFICE

An exciting opportunity is being offered to a high caliber candidate as Promotion’s Manager. The position will suit someone with an extensive knowledge of both the book retail and publishing environments. The suitable candidate must be a dynamic and motivated individual with excellent book knowledge and reporting skills.

Key responsibilities:

Please note that the following core responsibilities are not exhaustive.

Promotions

- Curation of books range for national promotions
- Monitoring publishing schedules to identify key titles to include on promotions
- Monitoring award winners to ensure EB has stock
- Managing stock orders for national promotions
- Liaising with Marketing Department for catalogue and other POS elements for promotions
- Liaising with suppliers to ensure sufficient stock for promotions
- Liaising with relevant stakeholders to ensure timeous returns of promotion stock
- Monthly meetings with suppliers to identify key titles for promotions
- Collating book reviews/quotes for monthly promotions
- Negotiating with suppliers for maximum discounts and best prices
- Working closely with store managers to bridge the gap with store placed orders and central orders
- Assisting stores with stock management for book festivals and fairs
- Assist with the merchandising and displays for promotions

Bestsellers

- Managing store stock levels of bestsellers
- Liaising with vendors to ensure sufficient stock of bestsellers
- Liaising with marketing department to ensure important titles receive sufficient marketing coverage
- Monthly meetings with suppliers to identify bestsellers
- Maximising discount offers on bestsellers
Imported Ranges
- Buying and replenishment of centrally bought and imported stock
- Allocation of centrally bought ranges to stores
- Monitoring sales & stock of imported ranges
- Liaising with Analyst to ensure profitability and good sell-through of imported ranges
- Liaising with relevant stakeholders with regards to markdowns and write-offs of old stock
- Liaising with relevant stakeholders regarding distribution to stores

Value Offers
- Negotiating special deals with publishers
- Compiling special offers for stores and online
- Buying of remainders and promotional imports for special promotions, national sales and attending International Book fairs
- Managing stock for value tables in store
- Monitoring stock and sales of value offers
- Liaising with Analyst to ensure profitability and good sell-through of imported ranges
- Liaising with relevant stakeholders regarding distribution
- Liaising with Marketing Department with regards to communicating offers to customers

Trends
- Monitoring trends
- Liaise with suppliers, store managers and head office departments to create strategies to maximise promotions for trends

Qualification & Experience Required:
- Matric
- Degree or Diploma in Procurement Management - Advantage
- 5+ Years Procurement Management experience within book retail and publishing environment.
- Excel - Advanced

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<tr>
<th>Knowledge</th>
<th>Skills</th>
<th>Attributes</th>
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<tbody>
<tr>
<td>Minimum 5 years book retail management</td>
<td>Knowledge of the Microsoft Office Suite</td>
<td>Methodical</td>
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<td>Excellent book knowledge</td>
<td>Above average knowledge of Excel</td>
<td>Flexibility</td>
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<td>Book ordering/buying principles</td>
<td>Good knowledge of Word-stock, and Kronos</td>
<td>Ability to relate at all levels</td>
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<td>Knowledge of wider book retail and publishing industry</td>
<td>Business writing skills</td>
<td>Cooperative disposition and good people skills</td>
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<td>Familiarity with Supplier terms policy</td>
<td>Excellent book sourcing skills</td>
<td>Confident</td>
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<td>Excellent general knowledge</td>
<td>Above average oral and written communication</td>
<td>Ability to take initiative</td>
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E-mail: careers@exclusivebooks.co.za

APPLICATIONS CLOSE ON THE 2ND AUGUST 2019

Should you not receive a response by 10th August 2019 please consider your application unsuccessful