



## Manager Shops

29-06-2018

The above mentioned position is available in the Finance Department at Robben- Island Museum.

The incumbent will be responsible for management of shops. This includes management of staff and all areas of stock control together with the management of financial records and cash handling – both from sale and purchase of merchandise.

### Key performance areas:

- Be responsible for all aspects of stock handling and ensure the store is adequately stocked at all times
- Dealing with sales and ensuring pricing is correct at all times.
- Reconciling cash receipts on a daily basis and banking all receipts for the day. Review cash up sheets on a daily basis;
- Ensure stock levels are appropriate at all times. Ensure there are appropriate products. Monitor trends and identify products that appeal to customers;
- Ensuring standards of quality, customer service and health and safety are met;
- Responding to customer complaints and comments;
- Respond to general enquiries about the centre;
- Maintain the cash float of the shop and ensure the key to the safe is safeguarded;
- Pro-actively organising special promotions;
- Work as part of a multi-disciplinary team;
- Ensuring the security of the stock;
- Manage staff, among which includes people working on the floor and the cashiers;
- Ensure that shops are profitable;
- Ensure all financial records are safely maintained;
- Reconcile inventory purchases and sales to accounting records;

### Minimum Requirements:

- Matric;
- National Diploma in Business Management/Marketing or any related diploma would be an added advantage;
- Valid driver's licence;
- with at least 2 years as supervisor;
- 3 years' retail, till operator or cashier experience;
- Customer Service experience;
- Literacy and numeracy;
- Ability to speak English and at least two other languages (foreign or local);
- Attention to detail;
- Customer Service;
- Teamwork;
- Time management;
- Numeracy;
- Interpersonal Skills;
- Oral Communication;
- Leadership.

RIM is an EE, AA, employer, RIM reserves the right not to make an appointment if suitable candidate are not found. Forward a detailed cv, accompanied by certified copies your ID and qualification certificates as well as contactable referees, to [recruitment@robben-island.org.za](mailto:recruitment@robben-island.org.za) by no later than 13 July 2018. Note : If you do not hear from us within 30 days, please consider your application unsuccessful. Please note that your attachment should not exceed 10 MB.