

# Managers and Supervisors - Pretoria Region

Remuneration:	cost-to-company
Location:	Pretoria
Education level:	Matric
Job level:	Mid/Senior
Own transport required:	Yes
Travel requirement:	Occasional
Type:	Permanent
Reference:	#BIZ-MNGR & SUP - PTA
Company:	CUM BOOKS

## Job advertisement: Managers and supervisors – Pretoria Region

Are you a dynamic and passionate individual with a flair for customer service, store operations, and staff motivation? We have an exciting opportunity for you to join our team as a Manager or Supervisor at CUM Books. With a history spanning over 80 years, C.U.M. Books is dedicated to putting Christian content and Bibles into the hands of the people of Africa. As a publisher and retailer, our driving passion remains the hope of the gospel.

### Duties and responsibilities

#### Job brief

As an experienced Manager or Supervisor, you will oversee the daily operations of our store, ensuring the smooth running of operations to maximize the customer experience. The ideal candidate will have prior experience in retail management, a deep understanding of excellent customer service, and the ability to motivate personnel to perform at their best.

#### Manager responsibilities include:

- Organising and overseeing all store operations.
- Leading and supervising a dedicated retail team.
- Training and guiding staff members to achieve maximum performance.
- Preparation and effective control of the store's budget, focusing on cost-efficiency.
- Efficient stock management and monitoring of stock levels.
- Maintaining and delivering excellent customer service.
- Addressing and resolving customer complaints to uphold exceptional customer service.
- Handling and resolving any issues that may arise within the store.
- Planning and overseeing in-store promotions and merchandising.
- Staying updated on market trends to identify opportunities for store improvements.
- Ensuring the store complies with all legal health and safety guidelines.
- Providing regular feedback and reporting to higher management.

#### Supervisor responsibilities include:

- Assist staff on the shop floor.

- Take responsibility for the shop floor, overseeing daily duties and daily requirements from staff.
- Manage stock levels in collaboration with manager and assistant manager
- To be equipped with suitable levels of product knowledge
- Housekeeping
- Admin
- Sales and customer service

#### **Desired experience and qualification**

- Proven experience in retail management or a related role.
- Strong leadership and team management skills.
- Excellent organizational and problem-solving abilities.
- Effective communication and interpersonal skills.
- Proficiency in budget management and stock control.
- Customer-focused with a commitment to delivering exceptional service.

#### **Benefits**

Competitive salary.

Opportunities for career growth and advancement.

A dynamic and collaborative work environment.

If you are ready to take on a pivotal role in our retail operations, bringing your leadership skills to a team dedicated to our mission, we invite you to apply for a Manager or Supervisor position. Join us in spreading the message of hope through Christian literature and contribute to the growth and success of CUM Books.

Apply now and be part of a team with a purpose!

Posted on 03 May 16:35, Closing date 2 Jul

#### **Apply by email**

[cv@cumbbooks.co.za](mailto:cv@cumbbooks.co.za)

#### **Or apply with your Biz CV**

Create your CV once, and thereafter you can apply to this ad and future job ads easily.

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