



ST JOHN'S COLLEGE



Bookroom Manager

Part time | October 2021

St John's College is a world-class Christian, African school situated on a historic campus in Houghton, Johannesburg, offering quality education from Nursery School to Sixth Form. The school has an outstanding academic record and has a fine reputation in sport, music, drama and debating.

We seek to appoint an experienced person to the position of Bookroom Manager. This part-time position reports to the Shop Manager. The Bookroom Manager is responsible for overseeing and managing the operation of the bookroom, St John's College's retail operation which supplies textbooks and stationery.

Key Responsibilities:

- Manage the operation of the bookroom, including purchasing of books and supplies, special orders, receiving and dispensing, and return of overstocked merchandise
- Customer service
- Prepare and administer the bookroom budget
- Recommend, implement, and administer operating policies and procedures
- Work with academic departments to ensure availability of textbooks and classroom supplies for students
- Manage year-end inventory
- Perform miscellaneous related duties as assigned

Requirements: Education, Training and Experience:

- Matric
- Thorough knowledge of Microsoft Office package
- Experience in managing stock
- Point of Sale experience

Please submit a covering letter and CV to:
hr@stjohnscollege.co.za

CLOSING DATE: 15 August 2021

St John's College, in line with POPIA (Protection of Personal Information Act) will attempt to ensure the confidentiality of all applicants for this role. All reasonable measures will be in place to protect personal information but will be used in the recruitment, selection, and reporting process. By submitting your application for this position, you are recognising and accepting this disclaimer.

The school reserves the right not to proceed with the filling of the post. The appointment of candidates is at the sole discretion of St John's College, taking into account factors such as St John's College Employment Equity Policy. Applications are welcomed from South African citizens only or persons with a valid work permit. An application will not in itself entitle the applicant to an interview or appointment and failure to meet the minimum requirements of the advertised post will result in applicants automatically disqualifying themselves from consideration. Only short-listed candidates will be contacted. If you have not heard from St John's College within two weeks of the closing date, please assume that you have been unsuccessful in your application