



## **JOB VACANCY GHANA BAPTIST CONVENTION**

The Ghana Baptist Convention is inviting applications from suitably qualified persons for the position of **Bookshop Manager**.

### **1.0 JOB ROLE**

The position holder will report directly to the Director of Finance. Responsible for managing the operations and sales activities at the Book Shop to ensure satisfaction of customer needs and maximize sales/revenue.

### **2.0 JOB LOCATION: Amakom, Kumasi.**

### **3.0 KEY JOB REQUIREMENTS**

- Develop sales strategies, policies and procedures in managing the book shop to achieve set targets and revenue.
- Formulate attractive pricing models, advertising and marketing strategies to attract customers and enhance sales and promotion.
- Direct Sales Team to creatively place and rotate books/items at the shop in a way that best catches customers' attention/interest.
- Responsible for good housekeeping and monitor to ensure that the shop's interior and exterior layout and design is maintained according to approved standards.
- Plan, monitor and maximise retail budgets, product inventory, purchasing and sales.
- Execute appropriate loss prevention measures and manage revenue/sales, cash handling, deposit reconciliation and delivery of deposits to designated banks.
- Prepare the procurement and annual operating budget of the shop and monitor its implementation to ensure compliance.
- Coordinate all internal and external audit programmes at the shop and ensure that audit queries are handled expeditiously.
- Stay abreast with best practices and new developments in retail operations and shop management.
- Develop a comprehensive system to ensure effective data/records management of inventory and all sales activities to track growth/profitability.
- Prepare sales performance report with explanations of all activities for Management's perusal.
- Hold direct reports accountable for managing their assignments to ensure Units goals are achieved.
- Perform any other duty(ies) assigned by superior officer.

### **4.0 PERSON SPECIFICATIONS**

- First Degree in Business Administration, Social Sciences or equivalent professional qualification in related field.
- Three (3) years relevant working experience in related role.
- Good knowledge and understanding of sales practices and procedures including quality assurance and contract administration.
- Good knowledge and understanding of accounting practices as applied to sales procedures.
- Good negotiation, intermediation and conflict management skills.
- Excellent customer/client focus.
- Ability to handle all aspects of retail operations, inventory management, and customer delight.
- High ability to track budget expenses/pricing and forecast sales and generate revenue.
- Excellent communication, presentation and report writing skills.
- Ability to execute project and work under pressure.
- Ability to maintain professional relationships with internal and external stakeholders.



- Good knowledge in Microsoft Office suite and other sales software/tools.
- Good decision making based on thorough analysis.
- Good supervisory, coaching and interpersonal skills in a "team" setting.

## 5.0 HOW TO APPLY

Interested applicants should submit the following documents to the email or the address provided below, not later than 29<sup>th</sup> June, 2018:

- a. Detailed Curriculum Vitae together with a cover/application letter.***
- b. Certified photocopies of relevant certificates.***
- c. Names, e-mail addresses and telephone numbers of three (3) Referees.***
- d. A letter from your Pastor, confirming your membership of a Convention Member-Church.***

E-mail: [info@gbconvention.com](mailto:info@gbconvention.com)

### OR DELIVER DIRECTLY TO:

The Vice President (Administration)  
Ghana Baptist Convention  
No. 11 Yiyiwa Street  
Abelenkpe  
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