

11th February, 2016

Vacancy	Bookshop Attendant
Required	Immediately
Closing date:	11 th March 2016

Thome Bookshop of the Catholic Diocese of Kitui is currently looking for a qualified candidate to fill in the position of a Sales Executive/Bookshop Attendant.

Duties/Responsibilities

1. Stock control and management.
2. Processing cash and cheque payments.
3. Answering queries from customers.
4. Reporting discrepancies and problems to the manager
5. Balancing cash registers with receipts.
6. Responsible for security within the store and being on the lookout for shoplifters and fraudulent cheques etc.
7. Receiving and storing the delivery of large amounts of stock

REQUIREMENTS

1. Attained a mean grade C- and above in O level
2. Diploma/Certificate in sales or Business discipline is an added advantage
3. Ready to work under minimal Supervision.
4. Must be computer literate.
5. Must be conversant with Catholic Social teachings

Qualified and interested candidates may apply through;

Human Resources Officer
Catholic Diocese of Kitui
P. O Box 300, 90200 Kitui
Or by email hr@dioceseofkitui.org

NB: Only the Shortlisted candidates will be contacted