

13th July, 2016

<b>Vacancy</b>	Bookshop Attendant
<b>Required</b>	Immediately
<b>closing date:</b>	31st July, 2016

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Thome Bookshop (Mwingi Branch) of the Catholic Diocese of Kitui requires 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](mailto:hr@dioceseofkitui.org)

**NB:** Only the Shortlisted candidates will be contacted