



VACANCY ADVERTISEMENT

Catholic Diocese of Kitui – Thome Bookshop invites applications from suitable, qualified and experienced person to fill the vacant position of a **Bookshop manager**.

The incumbent will be responsible for marketing and administration of the bookshop as well as supervision of the staff at the Kitui bookshop and Mwingi branch.

Duties and Responsibilities

- Ensuring that all staff provide excellent service to customers.
- Responsible for provision of progressive reports to the board.
- Advise the management on the business risks and give new ideas that can help in improving the business.
- Implementation of the bookshop policy decisions.
- Be responsible for stock taking and ensuring that adequate stock levels are maintained in all the branches.
- Take an active role in the marketing/selling function including seeking for school /institutions tenders and following up on the payments.
- Be the final reference at shop level for customer complaints.
- Be responsible for staff rota, ensuring the shop is adequately staffed, supervise the staff and report cases related to staff to the management as well as assist in staff development programmes including staff appraisals.
- Maintain all financial and operating systems as required by management, including all aspects of stocktaking and financial reporting.
- Ensure that cash handling procedures are carefully followed and any irregularities are investigated and reported immediately.
- Be responsible for the security, cleanliness and general appearance of premises. Take control in any emergency situations, taking any immediate action necessary, followed by prescribed reporting procedures.
- Perform any other relevant duty assigned by the management.



Requirements

- Diploma in Business administration.
- Experience in purchasing procedures and sources for books, school supplies and other merchandize sold in a bookshop.
- Two years' experience working in a busy bookshop.
- Strong ability to effectively plan and organize retail operations to meet operational objectives.
- Remarkable ability to perform consistently under the pressure of deadlines
- In-depth ability to work cooperatively with others.
- Must be conversant with catholic social teachings and ethical principles.

Interested applicants are requested to submit their CVs including contact details for three references (one of the Referee must be a Religious leader) and a cover letter explaining why they are best suited for this particular position to the email or address below by **27th March, 2023**.

Human Resources Officer
Catholic Diocese of Kitui Secretariat
P. O Box 300, 90200 Kitui
Email hr@dioceseofkitui.org

NOTE

*Please be advised Catholic Diocese of Kitui does **NOT** ask for money from applicants under any circumstances during its recruitment process. Interested applicants are encouraged to exercise caution upon receiving any such interview opportunity that requires payment of any money.*

Only shortlisted candidates will be conducted.

