

The Phoenix Stores invites applicants for the position of

Bookmart Department Manager

The Phoenix Stores Limited offers a competitive salary and benefits package that includes a Pension Scheme, Health, Dental, and Life Insurance, as well as a Company Discount Scheme.



Brown & Co., a subsidiary of The Phoenix Stores, has an exciting and challenging opportunity for a smart-articulate individual with entrepreneurial drive who can successfully lead our bookstore to the next level. Reporting directly to the Operations Manager, the successful candidate will be responsible for the day-to-day operations of the Bookmart.

Successful applicants will be responsible for:

- Achieving store sales and profitability targets
- Managing all aspects of the Bookmart including all day-to-day retail operations such as buying and inventory replenishment, selling, staff training and direction, receiving and merchandising
- Training and developing employees to ensure the highest levels of customer service, selling skills and productivity levels
- Soliciting special-order business to develop on-line and in-store sales
- Keeping abreast of industry and market trends to effectively provide input on pricing and merchandising strategies
- Maintaining vendor relations on a local and international level
- Monitoring receiving and inventory levels to ensure timely merchandising to the sales floor

The skills required to be successful in the position include:

- Minimum of five (5) years experience in the book retail industry and three (3) years in a supervisory/management role with proven leadership qualities
- Minimum of three (3) years purchasing/inventory management experience
- Extensive customer service experience with a proven track record in sales and marketing
- Excellent verbal and written communication skills
- Solid understanding of profit & loss statements
- In-depth knowledge and solid understanding of trends in the book industry
- Must be computer literate in a Microsoft Office based environment with knowledge of a bookstore POS system
- Sound and reliable work ethic, with the flexibility to work extended hours including weekends and public holidays as required

Qualified persons should apply in writing with full resume and written references, no later than Dec 31, 2012 to:

Human Resources Manager
P.O. Box HM 826, Hamilton HM CX, Bermuda
or email: hr@psl.bm

We thank all applicants for their interest, but only those being considered for an interview will be contacted. All inquiries will be kept in strict confidence.