



PRETORIA HIGH SCHOOL FOR GIRLS **(School Governing Body Post)**

SCHOOL UNIFORM SHOP MANAGER

Application are invited for the above-mentioned position for an enthusiastic and innovative person with the relevant qualifications and experience to manage and co-ordinate the School Uniform Shop.

Post Requirements:

- Management of all aspects of the School Uniform Shop (operations, stock & finance)
- Responsible for sales during School Uniform Shop hours, including daily cash up
- Responsible for ordering, management and reporting with regard to stock
- Knowledge of financial systems and Point of Sales would be an advantage (Pastel or similar)
- All administrative tasks relating to the School Uniform Shop

Essential Requirements:

- Matric/Grade 12
- Office administration certificate or equivalent
- Extensive knowledge of Microsoft Office Suite and Pastel experience
- Proficient in the English language with good organisations skills and have a sound work ethic.
- Excellent administration experience
- Be creative, show initiative and have an eye for detail
- Target driven individual
- Customer service driven

A comprehensive CV with the following supporting documents must be submitted:

- Certified Copy of ID
- Matric Certificate
- Relevant Office administration certificate or equivalent with academic records.

Applications to be submitted via email to: hr@phsg.org.za and/or

- Fax: 012 342 1955 or hand delivered to
Pretoria High School for Girls, 949 Park Street, Arcadia

Closing date for application: 1 February 2018 at 10:00

Should you not receive correspondence from us by 31 March 2018 please accept that your application was unsuccessful.

NB: The School Governing Body reserves the right not to make an appointment.