

ENGLISH BOOK



Division/Department		Operations	
Location		Staro Sajmiste	
Job Title	Book Shop Coordinator	Reports to	Richard Brown
Level/Grade	Junior Management	Type of position: Full-time Part-time	Hours <u>41.5</u> / week

GENERAL DESCRIPTION

The English Book requires a Bookshop coordinator to take on the role of helping reorganize and improve processes in its existing bookshops. The role is tremendously demanding and requires a confident and intelligent individual that is at ease working alone and as part of a team with Bookshop staff and management.

The successful candidate should be very well read and have a strong and creative personality. The role is very diverse and after some initial groundwork will expand to involvement in several key projects.

The position will be based at the main office at Staro Sajmiste, Beograd but will involve traveling to all the English Book Bookshops. The package is negotiable and after passing probation candidates will be pit onto a bonus scheme set on a target related sales. If you enjoy working with books and people and take tremendous pride in your work and achieving goals then please send your CV.

EDUCATION/WORK EXPERIENCE REQUIREMENTS

University Graduate (preferably English Literature)

A good knowledge of world and popular literature

Bookshop experience a definite benefit but not essential

Team Leader experience beneficial but not essential

OTHER REQUIREMENTS

Fluent in written and spoken English

Good IT skills necessary

Very organised and well presented

A current valid passport

A current valid driving license

REVIEWED BY

Title

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APPROVED BY	<i>Title</i>		

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