



Boutique & Gallery Manager

SINGITA KRUGER NATIONAL PARK

Key Responsibilities

The main purpose of a Sales Executive is to host guests that visit the store; assisting the guest with the complete process of a sales, by providing an efficient, confident, informed and friendly service. He/she assists with all administrative and procedural management of the store – by ensuring that they are familiar with, and up to date with, all procedures, systems, and standards as set out in the training manuals. He/she is to ensure that Store and storerooms are neat and clean at all times and the store is beautifully merchandised according to the merchandising manuals. Finally, the Boutique & Gallery Sales Executive assists the Manager with all stock controls and security to ensure that there is no, or minimal, shrinkage.

Skills & Experience

- A comprehensive understanding of the Singita brand and style
- Strong guest relations and communication skills
- A sense of style and creativity with an attention to detail
- An understanding of the special and subtle form of salesmanship required
- Strong administration ability – particularly in terms of procurement and stock control
- Enthusiastic, passionate and informed about the products on sale

Skills & Experience

- An ability to operate independently in pursuit of the ongoing improvement of the store them
- The ability to work cooperatively with the lodge
- Computer skills – E-mail, MS Word and Excel, and Pastel in particular
- The ability to deal effectively with staff, from finding the right staff to bringing the best out of

Expectations

- Attend to the needs of Singita guests and ensure their shopping needs are met and that their experience of the ATS is an informed and enjoyable one.
- Re-order and control the stock, ensuring that shrinkage is kept to a minimum.
- Ensure that daily, weekly and monthly administration is completed accurately and timeously.
- Attend morning meetings to ensure effective lodge communication and that guests are fully informed by the lodges about the positive experience they can expect at the B&G.
- Style and display the ATS in accordance with standards set by the Singita Trading Store.

To apply email your CV to HRSKNP@singita.com or visit:

www.singita.com/about/careers



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Expectations

- Oversee the daily cleaning and maintenance of the B&G.
- Recruit staff, where there are vacancies, and ensure ongoing training and development of staff - to ensure the required product knowledge is in place; the correct level of professional service offered; and that staff morale is positive.
- Communicate with staff to ensure the required product knowledge is in place; the correct level of professional service is offered, and that staff morale is positive.
- Manage the performance of staff to ensure maximum productivity and positive morale.

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