

Vacancy

Branch Manager - Tsumeb

Waltons is currently going through an exciting growth period and offering great career opportunities! We are looking for conscientious individuals who are deeply responsible for delivering business results, organized, and structured with a friendly approach to service delivery. If you consider the above characteristics as part of your personal portfolio, you may be our new **BRANCH MANAGER** based in **TSUMEB!**

Minimum Requirements...

- Grade 12 Certificate with at least 25 points in 6 subjects (C symbol in Mathematics)
- Diploma in Retail management is essential
- 7 years working experience in retail sales of which 3 years in a managerial position
- Understanding of sales principles, merchandising and customer service practices
- Valid Driver's license
- Knowledge of Stationery, IT consumables, Hardware products and Office Furniture will be an advantage
- Must have good & effective communication skills in English and Afrikaans
- Must have Namibian Citizenship

Job Specification...

- Manages all controllable costs with a view to maintaining profitability.
- Organizes all store operations and allocate responsibilities to personnel.
- Supervises and guides staff towards maximum performance by providing coaching and motivation.
- Ensures Company Policy and procedures are implemented and consistently applied.
- Ascertains customers' needs & wants and deals with complaints from customers.
- Reports on buying trends.
- Prepares preputial /monthly and annual stock takes.
- Monitors and maintains proper inventory levels and responsible for ordering of extra ordinary / additional stock for the Branch.
- Responsible for the appearance of the Branch (cleanness, signs & displays).
- Seeks ways to better promote the store, the product line and service within the store.
- Plans and oversees in-store promotional events or displays.
- Manages point-of-sale processes.
- Stays abreast of competing markets and provide reports on market movement and penetration.

How to Apply:

If you meet the requirements for this role and are ready to contribute to the success of our company, please



Stationery



Scholastic supplies



Office furniture



IT supplies



Copy centre



Arts & Crafts

Waltons

STAFF ANNOUNCEMENT

apply through our recruitment portal at www.jobopportunities.net. Ensure your application includes a detailed cover letter, a comprehensive CV, and any relevant certifications.

Closing date: 30 May 2025 @ 7:00PM



Stationery



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