

Preliminary Application Form (Branch Executive)

Position: Branch Executive at School Bookshop

Alexandra Primary School (Bukit Merah)

Name: _____

NRIC: _____

Date Of Birth: _____

Highest Qualification: _____

Language Ability: _____ (Spoken) _____ (Written)

Mobile Number: _____

Expected Salary: _____

Requirement:

- Honest and responsible individual to hold the main position of sales executive at one of our sales branches.
- Good interpersonal attitude and skills.
- Meticulous, independent and exhibit initiative that align with the company's aim of providing excellent services to the customers and the schools.
- Establishing a long term working relationship with the company and be part of the ongoing expansion plan.
- Preferably bilingual in both speaking and writing as job requires communicating with customers of all races, the understanding of the book titles and taking of sales orders.

Basic Scope of Duties:

- ✓ Daily (Weekdays) Bookshop sales operations – according to school stipulated opening hours.
- ✓ Daily sales stock replenishment.
- ✓ Year End Sales of new textbooks.
- ✓ Maintaining the cleanliness and neatness of the sales counters and premises.
- ✓ Collecting of sales orders from schools

Job Benefits:

- ✓ Holiday period that coincides with the school terms set by MOE. (March, June, Sept)
- ✓ Short working hours – 9am to 2pm.
- ✓ New school environment.
- ✓ Remuneration – Subject to discussion.

Should you be interested in this position, please reply this form via fax or email stated in our website.