

Singita Kruger National Park

Lebombo & Sweni Lodges
South Africa



Vacancy: Boutique & Gallery Assistant Manager

LOCATION: SINGITA KRUGER NATIONAL PARK

This represents an opportunity to work for a world-class company, providing hosting skills of the highest standards to our guests. You will learn daily and have the chance to be creative, innovative and will work to continually raise the benchmark in terms of guest relations in the Boutique and Gallery and the “at home” personal attention levels.

PURPOSE

The purpose of the Boutique and Galleries Assistant Manager is to host guests that visit the store, assisting the guests with the complete process of a sale by providing an efficient, confident, informed and friendly service.

He/she assists with all administrative and procedural management of the store.

The Assistant Manager is to ensure that the Store and storerooms are neat and clean at all times and the Store is beautifully merchandised according to the merchandising manuals.

The Boutique and Gallery Assistant Manager assists the Manager with all stock controls and security to ensure that there is no, or minimal, shrinkage.

This position is accountable to the Boutique and Gallery Manager.

REQUIREMENTS

We are looking for individuals that have excellent guest relation and communication skills. Candidates need to have a strong administration ability, as well as the ability to “sell” to guests.

Candidates need to have computer skills, particularly Outlook, MS Word, MS Excel and Pastel skills.

Candidates should speak an exceptional English. A second language would be preferable. They should be hard-working, have a co-operative manner and be good team players. Attention to detail is a must. Creativity in terms of merchandising and styling of stock is essential for this position.

South African citizenship is advantageous, however a valid work permit is essential if you are not in possession of a South African ID document.

***To apply for this position please email your CV and covering letter to jobs@singita.com
Please be sure to quote the job title in the subject line.***

ABOUT SINGITA

Dedicated to environmentally conscious hospitality, sustainable conservation and the empowerment of local communities, Singita, meaning “place of miracles,” was founded in 1993 with a single lodge, Singita Ebony Lodge. Built on family owned land in what is now known as the Sabi Sand Game Reserve, Singita’s mission is to share a unique part of the world, while maintaining respect for the natural environment and challenging accepted notions of luxury.

Singita is the trusted guardian of over half a million acres of pristine land in Africa and responsible for successful community development projects, making a tangible difference in the lives of the people living and working in and around its lodges. Singita proudly operates 12 lodges and camps, each a unique experience in its own right, in five regions across three countries in Africa.