

Vikram A Sarabhai Community Science Centre, Ahmedabad

Requires

Science Shop Associate

Vikram A Sarabhai Community Science Centre (VASCSC) is a pioneering institution, working in the field of Science and Mathematics Education since 1966. Its mandate is to stimulate interest, encourage and expose the principles of science and scientific method to the community. Over the years, VASCSC has developed a wide range of Teaching Learning Material (TLM), especially for teachers and students. The TLM develops curiosity and interest for learning Science and Mathematics by demonstrating that 'Science is Fun'. These products are promoted through VASCSC's Science Shop. More details on www.vascsc.org.

VASCSC is looking for a **Science Shop Associate**, who is young, enthusiastic, dynamic with pleasing personality and having interest in being a member of the team handling a retail store of educational products.

Min. Qualification: A good Bachelors' Degree preferably with post-graduate education in Sales, Marketing or Management. Preference will be given to Science graduates. Relevant experience, preferably in marketing or retail sales of educational material would be an added advantage.

Salary: Consolidated starting salary in the range of Rs. 22000 to 26000 per month, depending on qualifications and experience. Higher start may be considered for exceptionally good candidates.

Job description

The person will be required to work in a team as well as independently handle the responsibilities, which include but may not be limited to the following:

- Assist in day-to-day management of the Science Shop, its smooth and effective functioning
- Assisting in increasing sales volumes
- Handle walk-in customers, customer calls, emails and enquiries
- Inventory management of the products and raw material
- Billing, handling cash at the shop, collating daily sales as well as other necessary reports
- Handle purchase, procurement of raw material, supplies
- Ensure quality of the products, packaging and handling
- Respond to customer complaints and feedback
- Assist in special promotions, displays and events at different locations as required

Skills required

- Interest in marketing or selling of educational material
- Ability to multi-task, prioritize and organize work efficiently
- Excellent written and verbal communication skills
- Well versed with computer applications – particularly MS Office Suite and internet
- Fluency in English, Gujarati and Hindi
- Knowledge of MIS, database management, record-keeping
- Should be familiar with Tally or similar accounting/billing software
- Familiarity with GST, Shops and Establishments Act, etc.

Candidate is expected to be proactive, energetic, possessing good networking and management skills. Problem solving approach, strong ideals and desire to serve as a catalyst for popularizing Science desirable.

Position is currently based at VASCSC, Ahmedabad. Selected candidate will be offered fixed term appointments, initially for a period of one year; extendable based on performance.

- Interested candidates may submit resume along with a covering letter.
- Last date for receiving completed applications: 3 September 2019.
- Clearly indicate 'Application for Science Shop Associate' if applying through email.
- Only shortlisted candidates will be contacted. No inquiries over phone please.

Please send your application by email to: vascsc.jobs@gmail.com or by post to: Vikram A Sarabhai Community Science Centre, Opp. Gujarat University, Navrangpura, Ahmedabad – 380009.

Website: www.vascsc.org