



Office of the Associate Vice President for Human Resources  
University of Liberia  
Monrovia, Liberia, West Africa

FY-2019-0038-ASVP-HRD-UL

## **Vacancy Announcement University of Liberia**

Job Title : Director Bookstore/Academicals  
Report to : The Vice President for Administration

The University of Liberia Book Store/Academicals seeks a qualified Director to Perform and provide leadership oversight in all aspects of Bookstore/ Academicals operations including: hiring, training, supervising, developing and motivating of Staff, preparing and executing store operating plans, creating and enhancing strong campus relations, maintain demonstrating expert-level knowledge of systems and strategies, and completing other necessary store activities as needed on all of its Campuses as well as strategic relations in support of the university's Mission

### **Qualifications and Skills**

We expect our Director to be experienced individuals who are capable of responding to the many challenges of this role. Successful Store Managers are excellent communicators, self-motivated, independent, creative, and detail-oriented. **The candidate must have a degree in Accounting/Management with significant amount of bookstore/ Academicals experience to be considered for this position.**

### **Education and Experience**

- 3 to 6 years of Managerial or accounting experience or skill related
- BSc in Management, Accounting or relevant field
- Ability to Lead
- Ability to motivate others
- Strong organizational and interpersonal skills
- Ability to multi-task, manage time and accept changing priorities
- Working knowledge in Marketing
- Team player with excellent customer service and communication skills

Interested and qualified candidates must submit a letter of application via email to [wilosngm@ul.edu.lr](mailto:wilosngm@ul.edu.lr) position remain open until filled. Deadline for all applications is from September 25- October 25, 2019.

### **Essential duties and responsibilities**

1. Plan, direct, coordinate, and supervise the day-to-day operations of the University bookstore;
2. Maintain authorize schedule for business hours of the bookstore;
3. Select, train and supervise the work of assigned staff;
4. Receive all purchase request form various Colleges approved by the Vice President for Academic Affairs and process request, through the Department of Procurement
5. Establish and maintain subsidiary records regarding rentals/sales/cash receipt and cash payment;
6. Develop and implement work policies, methods and procedures for all operations of the University bookstore;
7. Deposit daily with the cashier all cash receipts and submit copies of all sales reports to the chief Accountant; a monthly reconciliation between the Bookstore cash reports summary book total and the main cash book summary total of the Business & Finance office;
8. Develop and implement internal control to safeguard the assets of the bookstore including inventories;
9. Institute and maintain computer system supporting sales, periodic inventory and general administrative functions in bookstore and act as the computer systems administrator;
10. Prepare and supervise the preparation of reports and correspondence relating to bookstore and associate operations;
11. Open and secure assigned facilities daily;
12. Participate in all assigned activities and in the absence of regularly assigned personnel;

13. Submit monthly income and expenditure reports to the controller, with copies Vice President for Administration, Vice President for UL Relations and to the President
14. Organize and supervise annual and periodic inventories;
15. Implement rental procedures for academics and ensure their returns to the University Bookstore;
16. Perform related duties as assigned by the Vice President for Administration and /President
17. Serve a member of the Convocation Committee to the UL Council.