

## Publications Manager

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Company: KIPS CSS-PMS Preparation

Location: Lahore

Category: other-general

Publications Manager KIPS CSS-PMS Preparation , Pakistan Provides excellent customer service for all customer needs and purchases. Responsible for the ordering of books. Maintains current information on publisher/wholesaler addresses and policies. Completes necessary price revisions on current book inventory. Coordinates the processes associated with the receipt of incoming textbooks. Coordinates the processing of invoices for textbook orders received. Coordinates the processes associated with the return of excess book inventory to include monitoring receipt of credit memos. Coordinates the re-pricing of textbooks after book buy-back. Assists in the placement of special orders for textbooks. Responsible for opening and/or closing the Bookstore in the absence of the Bookstore Manager. Coordinates return and re-pricing of athletic textbooks. Assists with maintaining the current list of books used on campus. Assists with book inventories and data input of book inventories. Assists the Bookstore Manager in preparing for book buy-back. Assists other members of the Bookstore staff as necessary. Assists in staffing the Bookstore during special events held outside of normal operating hours. Job Specification Be able to efficiently use of Microsoft Office Organisational and management skills Coordination skills Analytical skills Good communication skills

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