



Friends of Zeekoevlei and Rondevlei (FOZR)

Zeekoevlei Community Market Manager - Job Description

Become an important part of the magic that happens every time you visit Zeekoevlei Market. We are searching to add to our team, therefore FOZR is seeking a dynamic, motivated, service-oriented individual with a strong focus on retail sales. The manager will be responsible for managing, directing, and coordinating operations for the market. This position is responsible for the short- and long-term success of the market, including but not limited to:

1. revenue generation,
2. cost containment,
3. the development of a service-first culture with buyers, sellers, and team members.

Position responsibilities include but not limited to:

1. Enhances the quality of the buyer, seller, and team member community resulting in a best of class service-focused culture.
2. Achieves financial objectives by
 - a. Pre-empting and listing expenditures,
 - b. analyzing variances, and initiating corrective actions to ensure the attainment of the financial goals of the organization.
3. Identifies current and future customer requirements by establishing a positive rapport with potential and actual customers.
4. Manages space allocation effectively with minimum disruptions on market day.
5. Works closely with the community to expand business
6. Recruiting, selecting, training, coaching, and disciplining team members to achieve/exceed operating goals and expectations.
7. Maintains consistent operating standards by initiating, coordinating, and enforcing FOZR guided policies and procedures.

8. Communicates regularly with internal team members and FOZR committee
9. Creatively develops programs which drive buyers and sellers to the market while working within a predetermined and agreed upon budget.
10. Integrates oneself into the local community to ensure the market is positioned as a strong community member.
11. Represents FOZR and Zeekoevlei Market positively in all verbal and non-verbal instances.
12. Other duties as assigned by FOZR committee.

Our ideal candidate:

1. 3+ years of experience in Retail, Hospitality, Business, or related field
2. Strong conflict resolution capabilities

Skills and Abilities

1. Highly organized and detail-oriented with a high degree of accuracy.
2. Excellent interpersonal and leadership skills
3. Minimum Matric (grade 12)
4. Experience (min 3 years) in Retail, Hospitality, Sales, Event focused
5. Must have access to Internet with email, Microsoft word, excel and be proficient in it.
6. Identifies and resolves problems in a timely manner with a sense of urgency.
7. Works well independently and within a group to problem-solve issues.
8. Completes projects on time and within budget.
9. Understands basic financial reporting- sales and revenue reports, income statements, and balance sheets.
10. Sets expectations and delegates activities.
11. Displays optimism and excitement with buyers, sellers, team members, and the community.
12. Promotes a harassment-free environment.
13. Works with integrity and ethics and protects the assets of FOZR.
14. Reacts well under pressure, does not take feedback from buyers, sellers, or team members personally.

What we offer:

Percentage commission of net income of the market day.

- Customized to ensure that goals are met based on FOZR requirements.
- Details to be discussed with successful applicants at interviews.