JOB VACANCY

The Cancer Association of South Africa has a vacancy for the following:

Charity Shop Coordinator

Position Detail:

- Commission-driven contract position with no fixed salary, based at the CANSA George Charity Shop
- Managing day-to-day operations of the Charity Shop including inventory and merchandising
- Developing sales and donation by using social media, word of mouth and other forms of promotion and marketing
- Maintain accurate financial records and preparing reports
- Being a key holder, opening and closing the shop
- Representing the charity in the local community and fostering strong relationships with donors, customers, and other stakeholders
- Work closely with the Administrator to reconcile and bank income daily and prepare monthly recons
- Monthly stock taking and inventory update with the support of the Sustainability Coordinator and volunteers

Please note that consideration will only be given to applicants with the following:

- Self-sufficient and able to accomplish tasks with minimal supervision
- A passion for the mission, vision and values of CANSA
- Proficient in Microsoft Office software, internet-based applications
- Exceptional Written & Verbal Communication skills, English & another official language will be advantageous
- Professional attitude and appearance
- Non-Smoker

Application Procedure:

- Please submit your Detailed CV and supporting documents via email to **recruitment@cansa.org.za**
- Your application email should reflect the reference **CS George** in the subject line. If the incorrect reference is used in the subject line your application will automatically be discarded
- Only shortlisted candidates will be contacted

Closing date for applications:
04 December 2026

Commencement date:
February 2027

We reserve the right not to make an appointment for this position, an application in itself does not entitle the applicant to an interview.

CANSA values diversity and inclusion and encourages suitably qualified people with disabilities to apply.