



# Candidate information

booklet



introduction

we make  
the world  
a more  
**thoughtful &**  
**caring place**

every. single. day.

John Sands is a wholly owned subsidiary of American Greetings Corporation. Together with UK Greetings we form the largest greeting card and social expression group in the world. John Sands is a leading manufacturer of innovative social expression products, offering an extensive product line including greeting cards, gift-wrap, stationery and calendars.

Through our product, everyday people celebrate hundreds of special occasions on a daily basis. We're there through thick and thin and it's through us that people find the right words, artwork and stories to convey their messages of happiness, laughter and love.



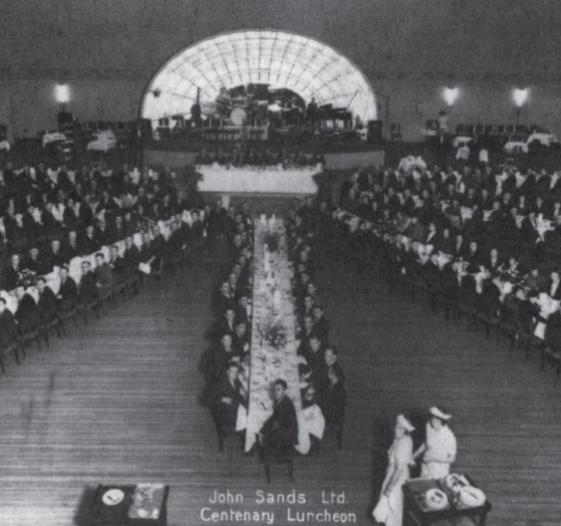
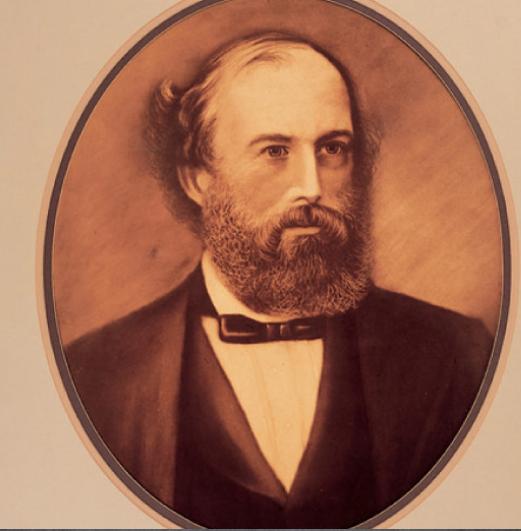


## introduction

John Sands is an exciting and dynamic environment that's renowned for stability, honesty and professionalism. People are at the heart of who we are. The commitment we have to our associates is our key to success and we are strongly committed to embracing everyone's unique talents and abilities.

We believe in providing a workplace that empowers people to be creative, innovative and to succeed in everything they do.





## history

John Sands was founded in Sydney, Australia by a 19 year old English immigrant John Sands in 1837.

**J**He began building his publishing and stationery business in George Street, Sydney and in 1881, John Sands introduced the first Christmas and New Year's Day greeting cards to be produced by an Australian printer, an idea that would endure throughout the decades. Through the years games, magazines and book publishing joined the original stationery product line, including maps for the defence effort during WW2!

The John Sand Family relinquished control of the company after 141 years in 1978. Acquired by American Greetings in 1996, John Sands has retained its name and became part of the global company.

In 2017 John Sands celebrated its 180th anniversary and is incredibly proud its product has helped us celebrate life's special moments and connect with family, friends and colleagues.



## recruitment process

**R**ecruitment and retention of our associates is an extremely important part of our success. We aim to expose all candidates who apply for a position to an ethical process and that all activities exposed to applicants are of the highest quality.

We are always looking for inspiring creative people, but we have to go through a few steps before you can join our team:

- We want to read your application – make sure you put your best foot forward using an up to date version of your resume and cover letter. Tell us why you are applying for our role and what you can contribute to our team.
- We want to meet with you and have a chat about the role, maybe more than once. Its important that you have a full understanding of the role, and we want to learn more about you and your experience.
- We may want you to meet the team – team fit is important to us!
- We want to check you out – for some roles this is as easy as some reference checks, for other roles, we want to see your creative, analytical or technical ability- we want to see how you will contribute to our team and we'll step you through this process!
- We'll have to get the paperwork stored before you can start – you know the drill, this is essential!
- We may also get you started on induction before your first day.





## merchandising

Our merchandiser's help consumers connect and celebrate their relationships in a way that truly reflects themselves by ensuring that our products look good on the shelves and are in the right location and in the correct quantities. John Sands employs staff all over Australia to service our clients. From a supermarket in far north Queensland to a newsagency in Bondi, we have and need staff to provide exceptional customer service to our clients.

### What we look for in our merchandising team:

- Self-motivators
- Strong 'people' skills
- Ability to build & maintain rapport with others
- Ability to work autonomously
- Excellent time management skills & a positive attitude
- Take much pride in your work
- Basic/Intermediate computer skills
- Hold a current drivers licence and reliable motor vehicle
- Have daily access to a computer and the Internet

Whilst previous experience as a Merchandiser is advantageous, it is not mandatory as full training will be provided for the right person. The successful applicant will be well rewarded for their initiative and contribution to the team.

If you would like to work with 'trendy' products and some of the hottest licences in the marketplace, then we would love to hear from you! Express your interest now.



# FAQ's

## **What is the dress code at John Sands?**

Depending on your role, either smart casual or business attire

## **Is there parking available?**

Yes! Never stress about parking again, our Mulgrave head office has its own carpark and there is always a spot available.

## **What are the official working hours?**

Core business hours are between 8.30am and 5.00pm

## **Are the work hours flexible?**

For a lot of roles yes! You will find out more about this during your interview process

## **What is the work/life balance like at John Sands?**

Excellent! John Sands is committed to ensuring that associates can balance their work and home priorities

## **How are roles advertised?**

All roles are advertised on seek.com.au and sometimes in local newspapers as well.

## **What happens if I have been referred by someone within the business?**

We love this! Some of our most committed and loyal associates have been referred by someone else in the business!





# Good luck!

*If you have any questions please contact us at [careers@johnsands.com.au](mailto:careers@johnsands.com.au)*

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