

# McNALLY JACKSON BOOKS

## GOODS for the STUDY

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**Position:** Holiday Sales Associate  
**Location:** Goods for Study - Mulberry  
**Job-Type:** Part-Time or Full-Time  
**Hours:** TBD, weekend availability is required.  
**Pay:** 16.25, Hourly  
**Reports to:** Summer Xia, Manager; Ana Thompson, Assistant Manager

### Overview:

McNally Jackson Books is hiring enthusiastic Holiday Sales Associates to work in our stores during the busiest time of the year, November through early January. Our Holiday Sales Associates are customer-facing professionals who handle duties such as gift wrapping, running the cash register, staffing the information stations and phones, as well as general store maintenance and upkeep. Holiday Booksellers are passionate about pens and stationery, as well as helping customers of every stripe find the right book.

Training and onboarding will begin in mid to late October.

### Responsibilities & Duties:

- Customer service: gift wrapping, checkout, answering phones, customer returns, field special customer requests, relaying customer complaints to their managers.
- Day-to-day store upkeep; including display and table upkeep.
- Basic restocking and straightening displays.
- Attending staff training and company correspondence,
- Assorted data entry.

### Qualifications:

- Knowledge of the contemporary reading landscape
- Interested in providing a positive experience for our customers, including an enthusiasm for recommending books
- Committed to a supportive work environment
- Highly motivated, flexible, and patient
- Previous retail experience a plus
- Eager to learn in a fast paced environment
- Must have scheduling availability around Thanksgiving and Christmas.

### Perks

- 40% Discount at McNally Jackson Books & Goods for the Study
- Staff Picks Program

Please email resume, cover letter, and two references to [jobs@mcnallyjackson.com](mailto:jobs@mcnallyjackson.com) with "Mulberry Holiday Help" in the subject line. Make sure to include a few sentences about your favorite stationery

and writing utensil. Please note, we are not considering candidates who have travel plans during the weeks of Nov. 15 - January 1st.

McNally Jackson Books is an equal opportunity employer and we invite you to apply for this position no matter how you identify, especially if you are from an underrepresented identity. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. If you are unsure if your work experience qualifies you for this position, we strongly encourage you to apply.