

# McNALLY JACKSON BOOKS

## GOODS for the STUDY

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**Position:** Lead Sales Associate  
**Location:** Goods for the Study - Mulberry  
**Job-Type:** Tier 3 Full-time  
**Hours:** 32 hours, Thursday through Sunday  
**Pay:** \$17.75 (probationary wage), Hourly  
**Reports to:** Ana Thompson, Manager; Nicole Mendoza Bedoya, Assistant Manager

### Responsibilities and Duties

- Customer service: gift wrapping, checkout, answering phones, customer returns, field special customer requests, responding to customer complaints.
- Day-to-day store needs: communicating low supplies and requests to store manager, facility maintenance, informing managers about facility problems and completing cosmetic solutions.
- Inventory: stickering products, straightening displays, stocking floor displays, unpacking transfers and confirming transfer quantities, merchandising to fix displays or add new products to the floor, moving product from back stock to the floor, double-checking inventory quantities, organizing back stock, assisting with sale markdowns, participating in inventory counts.
- Merchandising upkeep, maintenance, and designated projects.
- Assisting in theft prevention.
- Fulfilling web & phone orders.
- Comprehensive backstock organization projects.
- Attending staff training and company correspondence.
- Opening and closing the store (i.e. being a “keyholder”).
- Designation as point of contact for training or being shadowed by new employees, or conducting formal training at management’s request.
- Hosting events.
- Monitoring, replenishing and making recommendations regarding inventory of online orders.
- Executing transfers between stores.
- Monitoring, replenishing and making recommendations regarding greeting cards.
- Purchasing supplies for the stores.
- Assisting with preliminary review of incoming resumes.
- Tracking and following up on customers requests.
- Answering info emails.
- Any other duties reasonably requested by the Employer that are not the express responsibilities of Senior Sales Floor Employees.

**Qualifications**

- 1+ years of retail experience.
- Stationery and writing utensil knowledge is highly desired.
- You are eager to learn about products and possess a positive attitude.
- You are committed to creating a supportive work environment.
- Exemplifies professional and ethical behaviors.
- Must be able to lift 40 lb boxes.

**Perks:**

- 40% discount at McNally Jackson Books and Goods for the Study
- Health, Dental and Vision Benefits.
- Paid Time Off

Please send your resume, cover letter, and two references to Ana Thompson ([anat@mcnallyjackson.com](mailto:anat@mcnallyjackson.com)) and Alwa Cooper ([alwa@mcnallyjackson.com](mailto:alwa@mcnallyjackson.com)). Please include 1-3 sentences about your favorite notebook and writing utensil.

*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.*

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