

McNALLY JACKSON BOOKS

GOODS for the STUDY

Position: Assistant Manager
Location: McNally Jackson Books - Rockefeller
Job-Type: Full-Time
Hours: 40 hours,
Pay: \$24 - 26, hourly
Reports to: Michael Otero, Rockefeller General Manager
Start Date: ASAP

Job Overview

We are looking for a motivated Assistant Store Manager. The right bookseller will bring a high standard of excellence to customer engagement, team management, retail book sales, marketing, and merchandising. Our Assistant Store Managers are on the ground, customer-facing professionals, devoted to providing the best independent bookstore experience for both our customers and booksellers. Extensive knowledge of contemporary book publishing and literary works is highly desired, as well as being versed in small presses.

We require our Assistant Store Managers to be self starters who thrive in a fast paced retail environment. You should be comfortable navigating high volume traffic and pivoting through challenges. We are looking for a team player who is enthusiastic to collaborate with various centralized management departments and other Assistant Store Managers across a multi-store platform to enhance overall sales and customer experience across the whole company.

We are looking for leaders who can encourage and inspire booksellers to share their passion and expertise through engaged interactions. The Assistant Store Manager is particularly poised to act as a liaison between booksellers and central management, cultivating ideas and communication. The Senior Assistant Store Manager will also be responsible for making sure the store environment reflects McNally Jackson's principles of organization and aesthetics to provide the customer with our unique point of view and book browsing experience.

Responsibilities and Duties

- Develops personal connections with customers and fulfills all of the basic needs of day to day customer service, including gift wrapping, cash wrap, answering phones.
- Delegates tasks and goals with booksellers daily and assists management in larger projects merchandising, organizational, and training initiatives.

- Creates daily and/or weekly schedules according to the needs of management and assists with schedule concerns and staff callouts while the manager is on their weekend or on PTO.
- Assists manager with registers' opening and closing, performs weekly bank deposits, till replenishment, and works with our accountant to investigate any cash/register inconsistencies.
- Organizes restocking, straightening displays, reorganizing back stock, stickering and restickering product, coding and recoding product department and category fields with book sellers.
- In collaboration with marketing initiatives and Creative Directors, creates organized, clean, and engaging displays and trains sales associates in display upkeep.
- Prints and orders staff picks & children's staff picks making sure sections are full
- Physically moves the product from the sales floor to the backstock areas and vice/versa. Notifies appropriate receiving, accounting and management teams when a product arrives and needs attention.
- Oversees store processing of web orders by delegating order assignments for staff and prepares orders to be shipped.
- Purchases supply orders and coordinates supply requests from the central warehouse.
- Superficial cleaning and maintenance (i.e., taking out the trash, cloroxing high touch surfaces, replacing light bulbs)
- Coordinating store repairs with outside technicians per management's approval.
- Enforcing and creating company standards of loss prevention. Alerting staff members and management when a theft occurrence has happened, documenting the time, and following protocols of safety and customer service to deter and document theft.
- Enforces mask compliance and social distancing and trains staff in best practices.
- Attends marketing meetings, assistant manager meetings, and bi-weekly management meetings.

Qualifications

- 4+ years of retail experience, 2+ years of management or supervisor experience or a Bachelor's Degree in related fields.
- Demonstrates ability to work independently; highly motivated, flexible, and patient.
- Talent and understanding of merchandising and store visuals.
- Creative problem solver with great attention to detail.
- Possesses a positive attitude and is committed to creating a supportive work environment.
- Outstanding leadership and communication skills; active listener.
- Exemplifies professional and ethical behaviors.
- Must be able to lift 40lb boxes.
- Weekend availability required.

Perks:

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

- Paid Time Off

Please email your resume, cover letter, and two references to and jobs@mcnallyjackson.com. Please include “Rockefeller Assistant Manager” in the subject line. In your cover letter, please be sure to list the authors and genres you gravitate towards. We cannot consider applicants who have travel plans between now and January 15th.

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.