

McNALLY JACKSON BOOKS

GOODS for the STUDY

Position: Lead Bookseller
Location: McNally Jackson - Rockefeller
Job-Type: Part-Time & Full-time
Hours: TBD
Pay: 17.25, Hourly (probationary wage)
Reports to: General Manager, Assistant Manager

Overview:

Our Lead Booksellers are customer-facing professionals who handle duties such as book recommendations, restocking and shelving, running the cash register, staffing the information stations and phones, as well as general store maintenance and upkeep. Booksellers are passionate about books and reading, as well as helping customers of every stripe find the right book.

Responsibilities & Duties:

- Customer service: gift wrapping, checkout, answering phones, customer returns, field special customer requests, responding to customer complaints in absence of a manager.
- Handling store opening and closing procedures.
- Day-to-day store upkeep; including display and table upkeep including the Bestseller Wall.
- Shelving and handling special orders.
- Processing web orders for either in-store pickup or shipping out.
- Pulling and sorting returns.
- Attending staff training and company correspondence.
- Assorted data entry.
- Addressing computer/IT issues and physical problems when a manager isn't present.
- Hosting events.
- Managing used books or donations.
- Any other duties responsibly requested by management.

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 bookstore or events experience a plus
- Must be able to lift 40lbs.

Perks

- 40% Discount at McNally Jackson Books & Goods for the Study
- PTO
- Health Insurance including Dental & Vision for full-time employees.

Email resume, cover letter, and two references to jobs@mcnallyjackson.com. Please include "Rockefeller Holiday Bookseller" in the subject line. Make sure to include a few sentences about your favorite authors and genres. 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.