

McNALLY JACKSON BOOKS

GOODS for the STUDY

Position: Bookseller

Location: McNally Jackson - Prince Street

Job-Type: Full-time

Hours: 40 hours. Weekend availability is required.

Pay: 16.25, Hourly (probationary wage)

Reports to: Julianne Hing, General Manager; Bekah Shaughnessy, Senior Assistant Manager; Jack Kyono, Assistant Store Manager

Overview:

Our 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, relaying customer complaints to their managers.
- Day-to-day store upkeep; including display and table upkeep.
- Shelving.
- Picking and ringing web orders for either in-store pickup or shipping out.
- Pulling and sorting returns.
- 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 bookstore experience a plus

Perks:

- 40% Discount at McNally Jackson Books and Goods for the Study
- Health Insurance (dental and vision)

- Paid Time off

Please email resume, cover letter, and two references to Julianne Hing (julianne.hing@mcnallyjackson.com), Bekah Shaughnessy (bekah@mcnallyjackson.com), and jobs@mcnallyjackson.com. Make sure to include a few sentences about your favorite authors and genres.

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 still strongly encourage you to apply.

Posted: 9.15.22