

McNALLY JACKSON BOOKS

GOODS for the STUDY

Position: Senior Sales Associate
Location: McNally Jackson Books Rockefeller
Job-Type: Tier 2 Full-time
Hours: 32-40 hours, Weekend availability required
Pay: \$17.25 (probationary wage), Hourly
Reports to: Mitsu Kawano, Manager; Michael Otero, General Manager

Responsibilities and Duties

- Customer service: gift wrapping, checkout, answering phones, customer returns, field special customer requests, responding to customer complaints, and tracking and following up on customer requests.
- 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.
- Monitoring, replenishing and making recommendations regarding inventory of online orders and greeting cards.
- Executing transfers between stores
- Pulling weekly section sales reports and providing analysis to managers and buying teams
- 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.
- Any other duties reasonably requested by Employer

Qualifications

- 1+ years of retail experience.
- Stationery and writing utensil knowledge is suggested.
- Familiarity with fountain pens 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
- Paid Time Off
- Health Insurance (Dental & Vision)

Email a resume, cover letter, and two references to jobs@mcnallyjackson.com. Please include "Rockefeller Senior Sales Associate" in the subject line. Make sure to include a few sentences about the writers and genres you gravitate towards in your cover letter. We are not considering applicants with travel plans between now - 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.

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