

McNALLY JACKSON BOOKS

GOODS for the STUDY

Position: Bookseller
Location: McNally Jackson - Seaport
Job-Type: Full-Time
Hours: 30-40 hours
Pay: 16.25 Hourly (probationary wage)
Reports to: Evan Owens-Stively, General Manager; Marisa Clarke, Assistant 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 tables.
- 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.
- All other duties responsibly requested.

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 is a plus.
- Must be able to lift 40lbs.

Perks

- 40% Discount at McNally Jackson Books and Goods for the Study
- Health Insurance (dental and vision)
- Paid Time off
- Vacation time accrues at a rate of .0385 per 1 hr worked
- 1 Personal Holiday fo your choice
- 7 Paid Sick Days

Email a resume, cover letter, and two references to Evan Owens-Stively evan.os@mcnallyjackson.com, marisa.clarke@mcnallyjackson.com and jobs@mcnallyjackson.com. Please include "Seaport Bookseller" in the subject line. Make sure to include a few sentences about the writers and genres you gravitate towards in your cover letter.

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 still.

Posted: 8.16.23