

McNALLY JACKSON BOOKS

GOODS for the STUDY

Job Title: Senior Bookseller (Tier 3) - Stationery Manager
Location: Downtown Brooklyn
Type: Full-Time
Hours: 40 hours; Fridays - Tuesdays
Pay: Hourly \$17.75 (probationary wage); \$18.50 (post-probationary wage)
Report to: Arya Roshanian, General Manager; Nick Freundlich, Assistant Manager

Job Overview

We are looking for a full-time Senior Bookseller at our Downtown Brooklyn location to manage our Stationery operations. The right candidate has exemplary merchandising and inventory organizational skills, as well as significant customer service experience. The Stationery Manager coordinates efforts with the warehouse, buying, and merchandising teams to maximize sales and the shopping experience. Interested candidates should also possess extensive knowledge about our books and stationery products.

In addition, our Stationery Manager is a customer-facing professional who acts as a key-holder and assists in training fellow colleagues. Senior Booksellers maintain the store environment to reflect McNally Jackson's principles of organization and aesthetics, providing the customer with our unique point of view and book browsing experience.

Other responsibilities include processing web orders for in-store pickup and/or shipment; opening and/or closing the store; customer service, including gift wrapping, checkout, answering phones, processing returns and exchanges, fielding special customer requests, and responding to complaints in absence of a manager; and performing other general store responsibilities, as requested by the Downtown Brooklyn management team.

Qualifications:

- Keen knowledge and interest in stationery is required
- Weekend and evening availability is required
- Previous bookstore or library experience is preferred
- IBIDie experience is a plus
- Must be able to lift boxes up to 40 lbs.

Perks:

- 40% Discount at McNally Jackson Books and Goods for the Study
- Paid Time Off, including sick, vacation, and personal days
- Health insurance (including Dental & Vision) for full-time employees

Please send your cover letter and resume to Arya Roshanian, General Manager at arya.roshanian@mcnallyjackson.com and jobs@mcnallyjackson.com. **Include Stationery Manager in the subject line.** In your cover letter, please be sure to list the writers and stationery brands you gravitate towards.

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.

Posted: November 1st, 2023