

# McNALLY JACKSON BOOKS

## GOODS for the STUDY

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**Job Title:** Stationery Manager  
**Location:** McNally Jackson Books Prince Street  
**Type:** Full-time  
**Hours:** Tuesday - Saturday  
**Pay:** Hourly \$17.75 (probationary)  
**Tier:** 3 Bookseller  
**Report to:** Julianne Hing, General Manager; Bekah Shaughnessy, Assistant Store Manager; Jack Kyon; Assistant Store Manager

### **Job Overview**

The Prince Stationery Manager is in charge of all store stationery operations. The right candidate has exemplary merchandising, inventory organization, and customer service experience. The stationery manager possesses extensive knowledge about our products and has a genuine love and curiosity for stationery, pens, and books.

### **Responsibilities and Duties**

- Develops personal connections with customers and fulfills all of the basic needs of day to day customer service, including gift wrapping, cash wrap, answering phones, basic bookselling (shelving, checkout, lookups, placing special orders) and keyholder responsibilities.
- Manages store stationery inventory and inventory records to ensure that back stock is organized and accurate. Coordinates efforts with the warehouse, buying, and merchandising team to maximize sales and shopping experience.
- Organizes restocking, straightening displays, reorganizing back stock, stickering and restickering product, coding and recoding product department and category fields in IBIDie.
- Collaborates with bookstore managers and staff to ensure that booksellers are equipped to sell barcodeless products at the cash register and provide basic product training for staff.
- Creates organized, clean, and shoppable product displays.
- Receives incoming transfers and moves products on and off the sales floor, as well as collaborates with other stationery managers to effectively move product between locations to maximize sales.

- Physically moves the product from the sales floor to the back stock area and vice/versa. Notifies appropriate accounting and management teams when a product arrives and needs attention.
- Developing and enforcing company standards of loss prevention. Alerting staff members and management when a theft occurrence has happened, documenting the time, and following protocols of safety and customer service to deter and document theft.
- Day-to-day store upkeep; including display and table upkeep including the bestseller wall, Shelving and handing special orders.
- Processing web orders for either in-store pickup or shipping out, Pulling and sorting returns, and Assorted data entry.
- Any other duties reasonably requested by management.

## **Qualifications**

- 1+ years of retail experience.
- Demonstrates ability to work independently; highly motivated, flexible, and patient.
- Talent and understanding of merchandising and store visuals.
- Creative problem solver with great attention to detail.
- Possesses a positive attitude and is committed to creating a supportive work environment.
- Outstanding communication skills; active listener.
- Exemplifies professional and ethical behaviors.
- Must be able to lift 40lb boxes

## **Perks:**

- 40% Staff Discount
- Paid Time Off
- Health Insurance including Dental and Vision.

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

*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: 12.15.22*