

# McNALLY JACKSON BOOKS

## GOODS for the STUDY

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Job Title: Kids Book Section Manager - Senior Bookseller

Location: McNally Jackson Books - Williamsburg

Type: Full-Time, 40 Hours

Hours: Tuesday - Saturday

Pay: Hourly \$17.75 (probationary)

Tier: 3 Bookseller

Report to: Sam MacLaughlin, Manager; Kat Pongrace, Assistant Manager

### **Job Overview**

We are looking for a full-time Senior Bookseller at our Williamsburg location to manage our children's book sections. The children's bookseller needs a deep knowledge of kids books, from board books to YA, and will be responsible for the kids sections, including curation, upkeep, tidying, and organization; pulling returns based on sales data; creating and merchandising displays; handselling to readers of all ages; and more. Our booksellers are customer-facing professionals who handle duties such as book recommendations, restocking and shelving, running the cash register, info stations and phones, as well as general store maintenance and upkeep. The children's section manager may also be asked to open and/or close the store, as well as process web orders, among other responsibilities.

### **Additional Responsibilities**

- Customer service: gift wrapping, checkout, answering phones, customer returns, field special customer requests, responding to customer complaints in absence of a manager.
- Handling store opening and closing (i.e. being a "keyholder").
- 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.
- Attending staff training and company correspondence,
- Assorted data entry.
- Any other duties reasonably requested by management.

**Qualifications:**

- Knowledge of the contemporary reading landscape, particularly books for children
- Interested in providing a positive experience for our customers, including an enthusiasm for recommending books
- Previous bookstore experience a plus
- Must be able to lift 40lb boxes
- Flexibility to work nights and weekends
- IBIDie 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 Sam MacLaughlin (Sam@mcnallyjackson.com) and Kat Pongrace kat@mcnallyjackson.com.

In your cover letter, be sure to include your favorite board, picture, middle grade and YA titles. 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, weight, 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: 10/3/2023