

## **\*\*JOB OPENING\*\***

**Title of Position: Bookseller**

**Part-time, 25+ hours/week, 12 months**

**Flexible schedule required including day, evening and weekend hours**

**Promotional opportunities available**

**Hourly Pay: commensurate with experience**

Applications must include a cover letter, resume, and a list of up to three references.

**Applications Due:** April 1, 2019

### **About Mystery to Me, an independent bookstore**

Founded in 2013, Mystery to Me has evolved from a store selling primarily mystery, to a small, general independent bookstore. We curate a wide selection of mystery which is complemented by a generous selection of literary fiction, NYT best-sellers, Indie Next Picks, local author titles, and books from small presses that we enjoy handselling to our customers. We also offer a delightful selection of children and young adult titles.

### **Qualifications**

- Some higher education
- Two years of relevant work experience which would demonstrate the ability to work successfully in a bookstore environment
- Retail experience required
- Strong customer service skills
- Ability to work with a wide-variety of people
- Ability to learn and manage new technology
- Ability to multi-task
- Strong organizational skills
- Detail oriented and the ability to work independently

### **Preferred Experience**

- Bachelor's degree preferred
- Retail bookstore experience
- Assisted with events
- Proven ability to write succinctly and meaningfully
- Avid reader of a wide-range of genres, including mystery

### **Bookseller Duties**

- Welcome customers as they enter the bookstore and ask them how they can be assisted.
- Respond to enquiries and provide answers to questions about book titles and author names, etc.
- Provide customers with information on book-release dates and availability
- Process special orders efficiently
- Be familiar with Booklog, the point of sale (POS) and inventory management software
- Take payments for books and merchandise sold, process checks, credit cards and debit cards
- On opening the store, perform re-stocking check and reconcile inventory as necessary
- Maintain knowledge of book displays, etc, to be able to direct customers accordingly

- Maintain knowledge of upcoming events to share with customers
- Keep store neat and tidy
- Balance cash register at end-of-day
- Work with manager and owner to gauge monthly and/or weekly book sale targets

**Physical demands and work environment**

This position is as a bookseller and work is performed in a retail sales setting. First and foremost, the position requires an attention to customers and may frequently require disconnecting from other tasks.

The position also requires the ability to lift cartons of books often weighing more than 30 pounds and the ability to climb up and down ladders to shelve inventory, etc.

The position requires some evening and weekend work as well as off-site event sales.