



MYSTERY TO ME

an independent bookstore

****JOB OPENING****

Title of Position: Bookseller

Part-time, 10-15 hours/week, 12 months
(more hours possible in the future)

Weekends and some evenings

Hourly Pay: \$15.00/hour to start

Applications must include a cover letter, resume, and a list of up to three references.
Send your completed application to Joanne@mysterytomebooks.com

Applications Due: Tuesday, July 20, 2021

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, non-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.

Job Requirements

- Some higher education
- Two years of relevant work experience which would demonstrate the ability to work successfully in a bookstore/customer service 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
- Proven ability to write succinctly and meaningfully
- Avid reader of a wide range of genres, including mystery

General Bookseller Duties

- Welcome customers as they enter the bookstore and engage them as appropriate

- 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 and pre-orders efficiently
- Learn 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 person in the position will be required to work some evening and weekend hours.