

# INTERESTED IN WORKING AS A BOOKSELLER WITH US?



## **IDEAL CANDIDATES FOR THIS ROLE ARE**

- Personable and highly comfortable interacting with customers of all kinds
- Readers—and genuinely curious to continue reading—broadly across interests—in order to offer recommendations that get readers excited for their next book
- Strong communicators, able to work both in a team environment and independently
- Willing to take initiative and demonstrate enthusiasm about different aspects of bookselling once gaining core competencies and understanding of bookstore’s mission and work culture.
- A fast-learner and/or have previous experience with retail point-of-sale systems

## **JOB RESPONSIBILITIES**

- Assists customers and provides recommendations
- Facilitates several aspects of bookstore customer service, sales, and inventory-related tasks including:
  - Processing web and shipment orders
  - Shelving and organizing displays
  - Writing book reviews for all media platforms
  - Communicating on our internal platform about team-needs
  - Maintain a clean and attractive store environment, following all health/safety regulations

## **ADDITIONAL REQUIREMENTS**

- Must be able to lift up to 40 lbs and regularly bend and climb to shelve books
- Bookstore or retail experience a plus
- Creative talent, especially as writer, visual or performing artist, and/or data analyst is of interest to our team

*this is a bookstore*/Bookbug is an equal opportunity employer and is committed to fostering a work environment based in mutual respect and inclusion.