

## *Part-Time Bookseller*

A Bookshelf bookseller will work 20-30 hours a week under The Bookshelf operations manager and fellow booksellers to curate well-stocked shelves, create eye-catching displays, and interact with our customer base in Thomasville. **The part-time bookseller must be available to work on Mondays.**

### *Duties & Responsibilities*

- Provides friendly, accurate, and consistent customer service
- Alphabetizes and shelves books
- Assists customers with new orders, over the phone and in-store
- Researches and keeps up-to-date on current popular books
- Completes housekeeping tasks to ensure the cleanliness of the shop
- Takes and relays accurate phone messages
- Assists with opening and closing the store as needed
- Creates innovative book displays, chalkboards, and endcaps
- Maintains an attitude of respect toward every customer
- Updates the New York Times bestsellers wall weekly

### *Position Requirements*

- Creative and detailed oriented
- Strong communication and organizational skills
- Passion for reading across a wide range of genres
- Friendly and outgoing, comfortable with customer interactions
- An independent individual who can establish and set priorities, make work plans and execute them with efficiency and speed with little to no day-to-day direction or support
- Ability to communicate clearly and promptly with bookstore owner and staff
- Customer-service minded individual with a positive attitude