



Job Title: Bookseller (with opportunity to become Manager)

Job description

This part-time bookseller will spend most of their time on the sales floor helping readers connect with their next literary journey and in the back office working on receiving, returns, special projects like the Book-of-the-Month club and day-to-day operational tasks. We are hiring right now for a part-time bookseller, but it could quickly turn into a full-time salary management position.

The job requires that the bookseller help the store run efficiently and provide extraordinary customer service.

Major Responsibilities

- Work the sales floor engaging customers and providing helpful information or recommendations.
- Manage all in-store inquiries.
- Operate the cash register and store computer to accept payments, place orders, make change adhering to safe cash handling procedures including balancing cash drawer and preparing bank deposits.
- Stock shelves and take inventory per store schedule.
- Manage the info@ emails and replies.
- Receive new books and log them into the system.
- Fulfill special order and monthly book subscriptions.
- Contribute occasionally to the social media content.
- Visit the bank and post office as needed.
- Update the website as needed with items like book of the month club updates.
- Generate local partnership ideas and creative marketing strategies to contribute to online sales.
- Provide general store cleaning that could include: vacuuming, sweeping, mopping, and dusting and straightening shelves, displays, and register areas.
- Execute merchandising standards, promotion standards, creating displays, etc.
- Fill-in for other personnel during breaks, lunch, vacation or peak seasonal periods, including register operations, shipping/receiving, textbooks, and various departments throughout the store.
- Responsible key holder with opening and closing responsibilities.

Potential Managerial Responsibilities

- Supervise the work activities of sales team members FT/PT and temporary including: Schedule team members work hours.
- Train new team members FT/PT and seasonal team members hired for peak seasons.
- Ensure team members follow company and store policies, procedures and standards.
- Ensure the proper merchandising standards, promotion standards, creating displays, etc.
- Receive, verify and unload orders as necessary.
- Calculate deposits, count cash drawers, count the safe, work with accounts receivable (CARRR). Balances cash, credit cards and checks to register tapes.
- Check invoices against purchase orders and credit memos against charge-backs to ensure accuracy. Compile data for end-of-month reporting.
- Research accounts receivable problems and handle the bad check recovery process. Investigate the reason for cash drawers not balancing.
- Enter and produce the daily sales report, month end reports, and payroll reports.
- Greet customers, answer phones and provide information, direct callers and resolve escalated issues.
- Maintain a hassle free customer service culture, focus on solutions-based selling and an exceptional customer experience.

Qualifications

- Associate's Degree or equivalent is preferred
- 1 - 3 years retail or bookstore experience preferred
- Prior supervisory experience preferred
- General Computer Skills required
- Ability to organize and prioritize workload
- Effective verbal and written communication
- Friendly and engaging personality
- Ability to stand for long periods of time and lift boxes of books

About The Valley Bookstore

The Valley Bookstore is Jackson, Wyoming's oldest and most popular bookseller in the Teton Valley. Started by Steve and Anne Ashley more than four decades ago, it was recently passed to the new owner Wendy Dodson and has moved to 140 E. Broadway. The mission of the store is to move well beyond selling books to those who wander in, but to recapture much of the online business that has been taken from local businesses by Amazon. With a growing online presence, and aggressive marketing strategy, The Valley Bookstore intends to recruit authors and speakers to become a destination for events, reinforcing The Valley Bookstore as an important part of the local community.

The store needs a bookseller and potential manager who is able to "make the trains run on time," but also, bring marketing ideas to the table and assert an online strategy that takes advantage of the technological tools independent booksellers now have.

To Apply: Please email your resume and brief cover letter to wendy@valleybookstore.com