

## **BOOKSELLERS WANTED!!**

If you are reading this you have clicked through our newsletter to get here so are probably familiar with the store and the caliber of bookseller you find at Island Books. I am currently looking for one or two new people to work part-time here at the store. A weekend or two per month is required in addition to a regular day during the week (training hours will differ). More hours are required during November and December with some covering of shifts when others are on vacation.

The successful candidates will have the following characteristics:

- A good basic knowledge of books both current and classic and in many genres.
- An avid reader with the ability to discuss books articulately.
- Superlative customer service skills.
- Excellent communication skills.
- Good organizational skills.
- A clean and neat appearance with a friendly manner.
- Ability to multitask while waiting on customers.
- Willingness to take direction and learn new things.
- The strength to lift heavy boxes and stamina to be on your feet for long periods of time.
- A comfort, ease with and knowledge of computers.
- Prior retail experience may be a plus.

Island Books' booksellers do a bit of everything from waiting on customers, recommending books, unpacking boxes of books and shelving them in their appropriate places, labeling and merchandising gift items, gift wrapping, dusting, vacuuming and general cleaning, answering phones, and lots and lots of computer work. We have an in-house inventory management system and use several online databases all day, every day.

There are many, many (many!) tasks to be performed each day and while taken individually none are difficult, put together there is much to know and to learn!

There are some specific skills/qualifications I am looking for in addition to what is listed above...

I would be especially interested in a candidate that also has a love and knowledge of children's books and a desire to read and familiarize themselves with our children's corner. This could potentially grow into an assistant children's book buyer role.

I would also be interested in someone with exceptional organizational skills and incredible attention to detail with the ability and interest in managing our book inventory, ie, receiving books from and returning them to our publishing partners.

Another desirable skill is merchandising our books and gifts with window and in-store displays that keep our inventory looking fresh and new. A good merchandiser makes something quite difficult look easy as can be! This could potentially grow into an assistant gift buyer role.

If you are interested, qualified and able to make the time commitments we require please email your resume or a brief description of your experience and suitability for the job along with your contact information to me at [judy@islandbooksri.com](mailto:judy@islandbooksri.com). Thanks!

