

WE ARE HIRING!

The role: We are looking for an enthusiastic and hard-working person to join our team of four senior booksellers and two managers. This is a **part-time position including weekend working**, initially up to 25hpw. We are a London Living Wage employer.

You will be involved in all aspects of the bookshop, providing care for customers, stock and colleagues, handling queries and payments, but you will also be doing essential behind-the-scenes work, such as tidying up and alphabetising sections, carrying boxes to and from our basement storeroom and eventually buying books over the counter and from people's houses.

Many of us have worked at the bookshop for a long time. We are looking for someone who shares our enthusiasm for the shop and is willing to take care of it as well as we do. Tea making skills and a passion for biscuits are a plus!

What we are looking for:

- Experience working in a service environment, bookshop or library highly desirable but not mandatory
- Retail or other customer-focused experience
- Readiness to perform physical tasks and to lift boxes safely
- Attention to detail and shop presentation
- Pro-active and flexible work attitude
- Team spirit
- Fast learner
- Excellent time management

- Strong communication skills
- Computer skills (Outlook, Word and Excel)
- Full drivers licence preferred but not essential

A typical workday:

The shop is open 7 days a week Mon-Sat 10.30 – 19.30, on Sundays and Bank Holidays we're open 10.30-18.00.

The shop opens 10.30am every day, staff arrive at 10am to trolley boxes of books, clean and tidy up the shop. Serving customers and answering phone and email queries tend to take up most of our workload on a weekend, but so does shelving books in their relevant sections, tidying up and restocking the displays. These tasks are very useful to get familiar with the stock as we do not have a database. Bookshelves and display cases are sometimes tall, requiring a stepladder to reach them.

Saturday is a buying day, and in time you will be trained to price and buy books over the counter. We price and shelve books constantly, every day. You will be on your feet a lot and will have to carry boxes of books regularly, often up and down the stairs, and accept deliveries.

At the end of the day, we cash up and liaise with our team in the main office in Oxfordshire. We use spreadsheets for cashing up, but also to keep a log of online orders with which you will be expected to familiarise yourself.

Occasionally we do house calls on our van. You will be required to load and unload the van and pack and lift boxes of books. From time to time we visit one of our warehouses in Oxfordshire.

PERKS:

Holiday pay

Sick pay

Pension contributions

London Living Wage currently £13.15ph

Discount on books

Please send CVs to enquiry@skoob.com