

# BOOKBAR

## BookBar Manager – Job Description

### About BookBar

BookBar is an independent bookshop, wine bar, events and social space, which brings people together through books. BookBar's ethos is about making books accessible and fun by making them social. BookBar is a vibrant and innovative brand, always seeking new ways to make books appealing to the general public. This is an exciting opportunity for a committed, team-driven, community-minded person with a love of books, a vibrant personality, excellent organisation, management skills and an eye for detail, to be part of building a bookish social hub in London.

### Duties:

- Overseeing the daily operations of the bookshop and wine/coffee bar including:
  - Managing BookBar's team and helping to create a positive, enthusiastic, kind and inclusive workplace culture alongside the founder.
  - Managing and sharing the weekly shift rota.
  - Overseeing regular returns and stock takes.
  - Overseeing the administration of BookBar's monthly subscription programme.
  - Overseeing the administration of BookBar's monthly Book Club.
  - Stock control, including placing daily replenishment stock orders for books, and wine, coffee, stationery supplies etc, where necessary.
  - Ensuring all policies and best practices are being adhered to by the team.
  - Overseeing staff training.
  - Overseeing the BookBar enquiries email and ensuring queries are answered promptly, politely and in a manner that reflects the BookBar brand values.
- Daily bookshop administration such as booking in new stock, working at the till and answering customer enquires and orders.
- Daily wine bar duties including serving drinks, clearing tables, serving customers.
- Maintaining BookBar website.
- Keeping up to date with current titles and recommending books to customers.
- Helping to host and promote regular events, book clubs and book launches.
- Any other duties that involve the day to day smooth running and development of the shop.
- Working closely with the BookBar founder to ensure the smooth running of the business grow and develop the business.

### Essential skills:

- Previous experience in retail and/or hospitality management.
- Bookselling experience.

- Love of reading and a desire to keep up to date with publishing trends and new titles, as well as develop a general understanding of key backlist.
- An enthusiastic, personable, approachable, positive, friendly, helpful and social personality, in line with the BookBar brand.
- A team-driven approach.
- Strong organisational and administrative skills.
- Strong customer service skills.
- Creativity in considering new and exciting ways to sell books, and a desire to be part of an innovative brand.

**Hours:**

- Full time - will require weekend and evenings shifts.

**Pay:**

- £26,000 per annum including 28 days paid annual leave (inclusive of Bank Holidays). Benefits include staff discount on all BookBar products excluding subscription services.

**Location:**

- Will be required to work from BookBar, 166 Blackstock Road, London, N5 1HA, with some occasional external events across London.

*To apply, please email your CV and a cover letter detailing your experience, why you'd be a good fit, including a few examples of books you have enjoyed recently to [manager@bookbaruk.com](mailto:manager@bookbaruk.com) by end of day on Friday 28th January.*

*Due to the large volume of applications we receive, we may not be able to contact unsuccessful applicants.*