

BOOKBAR

Part Time Bookseller – 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 someone with a love of books, a vibrant and warm personality, an eye for detail and a sense of creativity to be part of a bookish social hub in London.

Duties:

- Customer service duties:
 - Serving customers at the till
 - Recommending books
 - Making and serving coffee, wine and other refreshments to customers
- Daily bookshop administration including:
 - Booking in new stock
 - Putting new orders onto the system
 - Processing returns
 - Regularly tidying shelves and displays
 - Answering customer enquiries in person and by website, phone, Instagram, Facebook, Twitter and email.
 - Picking, wrapping and posting online customer orders
 - Administration relating to BookBar's monthly Book Club and Subscription service.
 - Updating new titles onto the website
 - Routine tidying/glass washing/clearing throughout the day, beginning and end of day cleaning routine.
- Keeping up to date with current titles and recommending books to customers.
- Helping to host and promote regular events, book clubs and book launches.
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Essential skills:

- An enthusiastic, personable, approachable, positive, friendly, helpful and social personality, in line with the BookBar brand.
- 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. Bookselling experience is not required, but a desire to read widely and develop an understanding of bookselling is.
- Strong organisational and administrative skills.
- Strong customer service skills.

- Desire to work in a close-knit team.
- Creativity in considering new and exciting ways to sell books, and a desire to be part of an innovative brand.

Desired skills:

- Barista training, experience or training. Previous experience in hospitality.
- Desire to learn more about the bookselling and publishing industry and to learn how to match a book to an individual's tastes.

Hours:

- This job is part time at approximately 10-15 hours a week and will be **mostly weekend and evening work**.
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Pay:

- £12/hour

Location:

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