



Powell's Books CHICAGO

Position: SALES

Location: 1501 E 57th St

Supervisor: Store Manager/Asst Manager

Supervises: N/A

FLSA: Hourly

Classification: Part-time

Weekend and holiday hours required

Basic Function:

Assist in the day-to-day functioning of the Hyde Park store.

Qualifications:

Bachelor's degree and 2-3 years previous bookstore or related (library, book, teaching) experience.

An advanced degree in humanities or social sciences preferred.

Must:

- have a strong interest in/knowledge of reading, writing, authors, books & social media
- be curious; interested in learning the used/antiquarian book business
- be personable and able to interact with customers and colleagues
- be able to continually assess store activity and multi-task as necessary
- be able to take direction as well as work independently
- be reliable, accountable, flexible and PRESENT when working

Responsibilities:

1. Demonstrate exceptional customer service both in person and over the phone
2. Ring sales, scan books sold and handle cash at POS
3. Shelve LOTS of books! Develop knowledge of what types of books are in the store
4. Complete opening/closing accounting
5. Catalog books for online sales
6. Pick and pack internet orders
7. Perform general store cleaning/upkeep
8. Assist with the security of the store when open; activate alarm at closing
9. Follow all policies and procedures.
10. Complete other assignments as directed by the manager, assistant manager or owner

Environment:

Requires regular phone and computer use. Must be able to lift 30 lb. boxes. Multi-level work area; lower level not accessible to mobility impaired. Travel to off-site locations may be necessary.

Disclaimer:

The statements outlined above are intended to describe the general nature and level of work necessary for those hired to this position. They are not meant to be construed as an exhaustive list of all responsibilities, duties and skills required.