

brookline booksmith

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Job Description Gift Sales Associate

About Us

We are one of New England's premier independent bookstores, family-owned and locally run since 1961. We offer an extensive selection of diverse new, used, and bargain books and host award-winning events series. We are also one of Boston's finest gift shopping destinations, well known for our curated selection of unique, beautiful, eclectic, and fun gifts for all. Our staff is inquisitive, resilient, eclectic, creative, good-humored, and some of the best in the business. If you would like to be part of a fantastic team at a place beloved by the community, Brookline Booksmith is a wonderful place to work.

Brief Description Role

We are looking for an experienced full-time gift sales associate to help our customers find the perfect gifts, while also merchandising and restocking gift displays in keeping with the overall vision and aesthetic of the gift department

Responsibilities

- Make customers feel welcome and expertly handsell our beautiful gifts
- Assist with merchandising, ensuring displays and product are well stocked and reflect our gift aesthetic
- Price and restock daily

Requirements

- Previous experience working in a retail setting
- Visual merchandising, art/design and/or creative background, a plus
- Energetic team player who is opened to learning and takes direction well
- Skilled at providing exceptional customer service
- Effective communicator
- Excellent time and task management
- Detailed-oriented, organized, and vigilant about keeping displays and workspaces tidy
- Enjoys working in a fast-paced environment and maintaining a pleasant disposition
- Unafraid of hard work, heavy lifting at times, and long days on one's feet
- Passionate about merchandise and books, preferred

Special Considerations

- Looking for two long-term, 40hr/wk employees by Aug 1; open to part-time prior
- Five eight-hour shifts per week, between the hours of 8 am and 10:30 pm, spread over seven days a week; must be able to work some nights and weekends
- Compensation is hourly, with potential for over-time and a year-end bonus for exceptional performance
- Our full-time, long-term employees receive a generous benefits package, including paid time off, health and dental insurance, health reimbursement account, life insurance, short and long-term disability, AD&D and employee discount

Supervisor

Kerri Budryk, Gift Buyer / Manager

To Apply

Brookline Booksmith is dedicated to offering books, events, gifts, and employment that reflect and honor the lives of all people. We welcome applications from individuals of all backgrounds. Please email your resume and cover letter to workwithus@brooklinebooksmith.com.