

## **We are recruiting!**

### **BOOKSELLER**

Full time position (inc. weekend working)

Looking for a change of lifestyle?

We are looking for a bookseller to join our book-loving, enthusiastic, friendly, team at The Mainstreet Trading Company. Based in the rural Scottish Borders (10 mins drive from Tweedbank train station), we have been bookselling since 2008 and won several national awards over the years, including Britain's Best Small Shop and Independent Bookshop of the Year.

#### **The Role:**

##### Bookselling

- Customer-facing bookselling including, operating goods in, processing customer orders etc.
- Maintaining an accurate database of books currently in stock using bookshop-specific software Batchline
- Taking part in stock takes and ensuring sure this reflects accurately the stock in-store
- Making sure the bookshop is always clean, tidy and safe for staff and customers.

##### Online

- Assisting in our online operations where required, including picking and packing

#### **Your Skills:**

- Bookselling experience an advantage (preferably at least 6 months)
- Strong organisational and time-management skills with the ability to multi-task
- Ability to work well with a busy team
- Experience of and enthusiasm for author events an advantage
- Strong communication skills
- To be a lifelong, eclectic reader
- Extensive computer literacy and ability to learn new software quickly
- Excellent customer service instincts essential
- Knowledge and experience of WordPress an advantage
- Flexible, pro-active and motivated with an understanding of how small businesses work
- Able to cope with sorting, packing and unpacking boxes; some heavy lifting required
- The capacity to solve problems quickly and creatively
- Meticulous attention to detail
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Hours: 42-45hrs per week (inc. weekends and some evenings where required for author events)

Please send a CV and one-page cover letter to Rosamund de la Hey at [Rosamund@mainstreetbooks.co.uk](mailto:Rosamund@mainstreetbooks.co.uk) by 15 th August. Applications sent after this deadline will not be taken into consideration.

We will contact relevant applicants with an offer of interview by Mon 22 nd August. Interviews will be conducted in person where possible, otherwise via Zoom.

Ideal Start Date: mid Sept