

## Vacancy for Bookseller – outline job requirements

These are broad requirements which we will discuss with you if you are shortlisted. As a community bookshop which has served east London for over 45 years, we welcome applications from people who like our approach. The Bookshop is non-profit, the company is linked to a charity, and our Directors are volunteers. We also have volunteers supporting our activities.

### Key requirements

- Previous bookselling experience highly desirable
- Keen interest in and willingness to develop a broad knowledge of adults' and children's books and the overall Bookshop stock
- Excellent customer service, administrative and organisational skills
- Good basic IT skills: word processing, spreadsheet, use of internet etc

### Main tasks and activities

- Welcoming and helping customers, making sales
- Ordering books for customers and stock
- Processing deliveries for the Bookshop and for customers
- Selecting books for return to publishers and processing returns
- Selling books at our own events and at other organisations' events – usually evenings, occasionally weekends, sometimes during the day
- Helping to improve the running of the Bookshop

### Outline terms and conditions

- Working hours: 14 hours per week, Wednesday and Thursday from 10 am to 5 pm
- Occasional evening and weekend work by mutual agreement, paid pro rata
- Salary around £8,500, subject to review
- Approximately 12 days paid holiday per year, inclusive of public holidays when the Bookshop is closed
- We encourage trade union membership.
- Permanent contract will be offered after a two months' satisfactory progress.

### How to apply

Please download and complete the application form, and email it to me at **david@newhambooks.co.uk** by **6 pm on Friday 16 February**. If you have any questions please email me.

### David Ceen

Director, PCA (Newham) Ltd, trading as Newham Bookshop  
January 2024