

Zenith Bookstore Is Hiring

Zenith Bookstore is seeking a dynamic assistant manager who can play a significant role in the growth of our store, and who can work in partnership with our general manager. This is a permanent part-time position with the possibility of extending to full-time. We offer flexible hours and a stimulating, rewarding work environment. Some weekend hours may be necessary.

Zenith Bookstore is an independent community bookstore offering new and gently used books. We just celebrated our first anniversary in West Duluth. We have a beautiful space in an old brick building with a distinctive front mural. We value our strong connection with customers and community. Central to our mission is to promote the love of reading, offer affordable and quality books, and provide a diverse and safe space. We maintain a rich schedule of author and community events. Last year we received the Best of the Northland Reader awards for Best Bookstore and Best Used Bookstore in the Twin Ports.

A love of books and reading, strong communication skills, and being able to provide excellent customer service are essential for the job. Visual arts background (e.g., graphic design, social media) is highly desirable, as is experience with event planning and community outreach.

- Priority will be given to applicants who have worked with books, either in a bookstore or library.
- Priority will be given to applicants with retail experience. We serve a diverse community. You should have an appreciation and respect for people of all races, sexual orientation, socio-economic class, etc.
- You should have a general knowledge of basic computer skills and feel comfortable at the keyboard.
- Our bookcases are 8 feet tall. You must be able to use a step-stool to reach high shelves, as well as bend, stoop, lift and carry boxes up to 40 pounds across the store and stand on the sales floor for long periods of time.

Main Responsibilities include:

- Provide friendly, accurate, and consistent customer service.
- Assist the manager and owner in merchandising, inventory, and returns.
- Design and maintain tables, signage, windows, outdoor easels and other display areas.
- Assist with community outreach, event planning, and organization.

In addition to these responsibilities, you should be ready to take on any task in the store as needed, including: straightening shelves and dusting, alphabetizing and shelving books, and sweeping, mopping and keeping the store clean. You will also be expected to keep up to date on current and popular books, write shelf-talkers for store display, staff off-site events as needed, contribute regularly to our monthly newsletter and website with staff picks, reviews, etc.

We offer flexible hours, some paid vacation, and a 30% employee discount. Starting salary will be commensurate with experience.

To apply, email or bring to the store the following: **(1)** Your Resume, **(2)** Our Job Application (download at zenithbookstore.com), and **(3)** A supporting letter explaining why you would be a good fit for Zenith Bookstore.