

There's a new bookstore opening in Longmont, Colorado! **Composition Shop** prioritizes the customer's browsing experience, providing a cultivated selection of bestsellers and new discoveries, along with a collection of art books, local interest, literary fiction and much more. Composition Shop will also have a selection of fine paper goods, stationery, and chocolate. The store itself is attractive and elegant and it is our hope to become a destination in the region.

We're staffing Composition Shop with a few professional booksellers (one full-time and one part-time) who are committed to providing exceptional customer service. Our shop is warm and friendly, and a place where all are welcome. Composition Shop will host regular events for book clubs, author readings, writing workshops, live music, storytimes, and more.

If you love to share with others about books you've read (or books you haven't yet read); if you follow bookstagram, BookTok, and social media that focuses on the world of books and publishing; if you would be eager to participate in building a visionary destination for fellow book lovers, we'd love to hear from you! Please send a resume and a cover letter to manager@compositionshop.com.

Company Culture: Motivated by core values of Integrity, kindness, accountability, transparency, leadership, respect, productivity, social responsibility, continuous learning, team-orientation

Frontline Bookseller, Composition Shop

Our Frontline Booksellers are responsible for ensuring a consistently positive customer experience. They help our patrons navigate the store, and complete the transaction at our point-of-sale terminal. Booksellers greet our customers, maintain an orderly and welcoming sales floor, shelve new merchandise, create displays, write shelf-talkers, and handsell products and services. They participate in Composition Shop programs and events as needed, and may be assigned special projects and responsibilities.

Position: Frontline Bookseller

Location: Composition Shop - In Person

Job Type: Full-time and Part-time positions available

Reports To: Store Manager

Responsibilities and Duties

- Positively represent Composition Shop with professionalism, creativity, and patience in person, on the phone, and online
- Provide proactive customer service to a diverse clientele
- Interact positively with coworkers with kindness and humor

- Support daily operations, including a thorough knowledge of POS system and related tools
- Maintain Composition Shop's high standard for visual and merchandise display using our store's style guide and Canva templates
- Independently identify, prioritize and efficiently execute tasks
- Actively handsell merchandise and services, verbally and in writing
- Accurately shelve, display, and inventory merchandise
- Support facilitation of store programs and events
- Maintain a working knowledge of current trends in bookselling and publishing
- Support the safety and security of coworkers and customers
- Maintain the order and cleanliness of our space and staff restroom, including dusting, sweeping, mopping, and vacuuming
- Shadow and support coworkers during training
- Professionally read, compose, and respond to store email in a timely fashion
- Other projects and responsibilities as assigned

Qualifications

- Professional bookselling and/or retail experience
- Thorough technological literacy and comfort in learning new systems
- Experience with professional communications, spoken and written
- Strong time management skills
- Ability to complete physical tasks with reasonable accommodation
- Adaptable and flexible to changing circumstances

Additional Expectations

- Availability to work evenings and weekends as needed
- Ability to leave phone in locker or break room
- Must be able to lift and carry boxes of books
- We require each full-time bookseller to be available for at least one weekend day each week
- Minimal time off between Thanksgiving and New Years
- Must like dogs