BOOKOCCINO
we're more than a bookstore

Bookseller – Bookoccino, Avalon Beach

Full-time or 0.8 FTE (four days per week, some weekend work required)

Bookoccino is an independent bookshop and café in the heart of Avalon Beach. We like to think of ourselves as more than a bookstore: we're a gathering place for readers and very much the heart of our community. We're looking for an experienced bookseller to join our team, either full-time or four days a week with some weekend work required.

About the role

You'll be involved in every part of running a busy independent shop, from the stockroom to the shop floor. Your responsibilities will include:

- Ordering, receiving and processing new stock, and handling returns to publishers and distributors
- Managing stock levels across the shop
- Taking full ownership of two or three sections. You'll curate the range, order for them and keep them looking their best.
- Creating and refreshing displays
- Managing special orders from the request through to the customer pickup
- Processing and fulfilling web orders
- Providing customers with knowledgeable, friendly service and recommendations
- Writing reviews for our store and newsletter

About you

- You have bookshop experience. This is essential.
- You have experience with CirclePOS (Circlesoft). This is highly regarded but not essential.
- You're organised, take initiative, and are happy to work independently on your own sections.
- You love books and enjoy sharing that with customers.
- You're available for some weekend shifts.

What we offer

- A role with real responsibility and creative input in a respected independent bookshop
- A friendly team in a beautiful beachside village
- Flat hierachy and a great team spirit.

How to apply

Send your CV and a short cover letter telling us about your bookselling experience and what you'd love to look after in the shop to edda@bookoccino.com.au. Please mention whether you're interested in the full-time or 0.8 role or would consider either.