

NOW HIRING: Seasonal Bookfair Assistant

Description: BookPeople Bookfairs is now accepting applications for a seasonal bookfair assistant to help with logistics and order fulfillment in our school bookfair department for the Spring semester. Core responsibilities will include:

- Assisting with book fair picking and packing of books
- Assist with delivery of books to offsite events and BookFairs, as well as to the BookPeople bookstore
- Receiving book inventory into the book fair POS
- Processing book fair returns at end of the season
- Provide friendly, accurate and consistent customer service for customers of online BookFairs
- Assist in tracking order status, website maintenance and other items as needed, for online BookFairs

Ideal applicants should be organized, comfortable lifting boxes 30+ lbs., and be able to work autonomously. Strong attention to detail is required. Some knowledge of, or enthusiasm for, children's or YA literature is a plus but not required.

Applicants will be required to drive a delivery van, must have a clean driving record and will be required to submit a request for Texas Personal Driver Records to be released to BookPeople. A majority of work will be at the BookPeople Warehouse on Airport Blvd.

Perks: BookPeople employee discount; access to advance review copies of books; flexible hours; valued member of a small team; moderate responsibility; it's not a desk job.

Days/Hours Needed: Weekdays during business hours. The position offers some flexibility to negotiate hours, but weekly hours should total between 20 and 40, depending on the fluctuating demands of the program. Reliable, consistent availability per week is strongly preferred.

THIS IS A SEASONAL POSITION RUNNING FROM OCTOBER 1st - DECEMBER 15th (may change)

Fantastic job for parents who need flexible schedules, college students, and part-time workers who are looking for more hours.

Wage rate: \$12/hour minimum

To apply: Download the application [here](#) and email completed application and cover letter to Ellen Greene at schools@bookpeople.com.

Note: Internal applicants are welcome to apply! Should you get the position, we can discuss the logistics of taking on a seasonal role, your wage rate and your ability to pivot back to a store role after the end date of the position.

EEO: BookPeople Inc. is an equal opportunity work environment and is considered an affirmative action employer. We are committed to the hiring, promoting, and providing continual equal employment opportunities regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity, or Veteran status.

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