



Contact Editions

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Contact Editions is seeking an individual with an interest in and knowledge of books. This position is responsible for assisting the Store Owner on a part-time basis. It includes customer service responsibilities, such as greeting customers, answering phones to respond to inquiries and resolve issues, organizing and shelving of books and data entry.

Location: Toronto, ON.

Duration: Part-time (20-30 hours per week)

Start: June 1, 2019

Key Responsibilities:

- * Greet customers, answer phones and provide information.
- * Creates and maintains a pleasant customer service culture.
- * Receive, verify and unload orders as necessary.
- * Operate cash register and store computer to accept payments.
- * Provide general Store straightening (shelves, displays).
- * Key holder with opening and closing responsibilities.
- * Performs other duties as assigned such as packaging and managing outgoing shipments, website maintenance, etc.

Education/Experience:

- * Bachelor's Degree or equivalent is preferred but not mandatory.
- * 1 - 3 years retail or bookstore experience preferred.
- * Computer literacy required. MS Office beginner.
- * Ability to organize and prioritize workload.
- * Effective verbal and written communication.

Please no students returning to school in September.

Please send your CV to contacteditions@bellnet.ca (Subject: NG)