**Wesleyan RJ Julia Bookstore**

**Store Manager**

We are looking for a results-driven professional to supervise all operations of Wesleyan RJ Julia Bookstore. This position is responsible for planning and managing all day-to-day operations of the campus bookstore while supervising bookstore staff and providing customer service to students, faculty, staff, and community members. This is a great opportunity to lead and grow a dynamic retail location in its early years.

Wesleyan RJ Julia Bookstore offers text and trade books, technology, and school supplies, clothing, regalia, and gifts. The Store Manager must be knowledgeable of and a resource for all departments, model exceptional customer service, drive sales, and be a skillful problem solver. This position works closely with Wesleyan University colleagues, Greater Middletown community and its leaders, and the RJ Julia Booksellers operations management team.

Responsibilities:

* Direct staff in the performance of all bookstore day-to-day operations.
  + Supervise staff and cashiering functions.
  + Complete or supervise all store opening and closing procedures daily.
* Hire and train employees as needed. Provide ongoing training/education opportunities for staff.
* Coordinate operational aspects which include staff scheduling, adjusting the store's physical layout, and ensuring that textbooks and merchandise are appropriately available.
* Execute merchandising standards, promotion standards, and create displays.
* Direct and assist in developing new policies and procedures.
* Prepare administrative and operational reports as required. Compile data for end-of-month reporting.
* Maintain store appearance and cleanliness.
* Prepare and complete bookstore merchandise and textbooks for physical (manual and/or automated) inventories.
* Assist customers.
* Other related duties as required.

Requirements:

* At least three years of college bookstore *or* retail management experience including personnel supervision, fundamental accounting, purchasing, and inventory control.
* Significant experience using a Point of Sales-system required.
* Leadership experience to direct and develop a workforce of sales associates/booksellers.
* Excellent interpersonal skills essential.
* Good organizational skills and ability to work well with the public essential.
* Must be able to work independently.
* Must be able to coordinate well with the bookstore accounting office and textbook managers.