

Book Events Organiser – Midlands

With over 25 years of heritage, Book People is the country's favourite direct bookseller, which prides itself on creativity, longevity and authority within the bookselling industry. Founded by book enthusiasts on the principle of making books available to everyone at unbelievable prices, Book People has the unique advantage of offering the knowledge of independent booksellers along with a range competitive with online giants. Through its fleet of local booksellers, mail-order catalogues and award-winning website, Book People's aim is to give its customers the service they deserve, by make shopping for books as enjoyable and convenient as possible. But what really sets Book People apart from the rest is its team of book experts, who use their years of knowledge and experience to select an extensive range of hand-picked favourites, which allow the company's millions of customers to enjoy savings of up to 75% off RRP.

The Role – main responsibilities

The successful candidates will be out on the road and be responsible for stock and sales. You will be representing Book People at our corporate customer sites and therefore event presentation is crucial. All events are pre-arranged by our Accounts Management Team.

Reporting to the National Account Manager the main duties will include: -

- Visiting corporate customers each weekday with a selection of Book People titles
- Loading, unloading, displaying books, handling and banking payments
- Setting up and running the sales event displaying titles and promotional material
- Keeping accurate records of books sold and sales taken
- Responsible for managing stock levels and checking stock
- Handling boxes of books at the warehouse and at the events

The Person

To be considered for this position you must have previous experience working in field sales. In addition, you must have the following key skills and experience: -

- Full UK driving licence
- Strong numeracy and literacy skills with the ability to take cash and card sales
- Organised and methodical in your approach, good understanding of basic stock control
- Understanding of the importance of presenting a professional image
- A good communicator at all levels
- Ability to face the challenges of a physically demanding role including bending, lifting and carrying as well as significant daily travel driving a company van
- Ability to follow existing banking procedures
- Computer literate with working knowledge Microsoft Word and Excel
- Ability to work to set sales targets

Hours of work

Monday to Friday, 8.00am – 5.00pm (45 hours per week).

Flexibility is essential in the working hours, events are organised at customer convenience usually day time week days. You will benefit from full training, induction and office sales support.

Salary

Competitive salary - to be discussed further at interview stage.

Method of application

If you would like to be an integral part of supporting this busy department please submit your CV along with a covering letter to: dean.mcleish@thebookpeople.co.uk