

# Brick amp Mortar Bookstore with Online Division Edmond (Edmond, OK)



Location **Oklahoma**  
<https://www.genclassifieds.com/x-755693-z>

QR Code Link to This Post Brick & Mortar Bookstore specializing in Used books / Online sales through Amazon, eBay, Barnes & Noble, etc.

-A bookstore clerk interacts directly with customers in a bookstore; under direction of the Bookstore Manager, the Cashier/Clerk prepares the store to open to the general public, assists customers, operates a cash register, stocks shelves, sets up displays, loads and unloads large shipments of 10-50+ boxes weighing 20-40 pounds, buys books from the public, calculates trade offered for books, assists with the day-to-day operations. Also works with our Online Department helping with inventory management.

Hourly Pay Rate: \$8.25  
Hours Offered: Part Time / Full Time  
Store Location: Edmond, OK

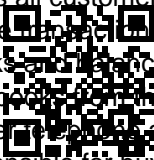
Available to work the following hours:  
Monday - 10pm to 6 pm  
Wednesday - 12pm to 6 pm  
Friday - 12pm to 6 pm  
Saturday - 10 pm to 6 pm

## Job Description/Duties:

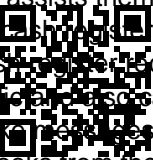
- Opens store for business; closes and locks store daily.
- Greets all customers and assists them as needed.
- Handle cash register with receipts.
- Checks out all sales cash register receipts.
- Buys books from the public and calculate trade offered for books.
- Answer questions and take requests in a professional manner.
- Responsible for buying books from the general public so people skills are a must.
- Heavy lifting required; loading and unloading of trucks (ability to lift boxes of 20-40 pounds).
- Assists with maintaining an orderly and clean environment in and around the store keeping aisles clear of clutter.



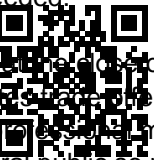
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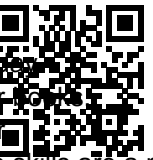
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