

## Harvard-Westlake Middle and Upper School Bookstores

**Harvard-Westlake School is an independent, co-educational college preparatory day school consisting of two campuses located in Los Angeles, California with approximately 1,600 students enrolled in grades seven through twelve.**

**Harvard-Westlake actively strives to be a diverse and inclusive community in its educational, admission, and employment practices. We do not discriminate on the basis of race, color, national or ethnic origin, age, religion, sexual orientation, gender identity and/or expression, disability, or any other characteristic. We seek candidates who demonstrate sensitivity, knowledge, and understanding of the diverse backgrounds of community members; have an ability to work flexibly, independently, and collaboratively in a fast-paced environment with individuals from a diverse set of backgrounds; and have a capacity to serve as a model of openness, generosity, and acceptance.**

**The school is currently seeking an experienced Retail Bookstore Manager, primarily located at the Upper School campus location. Before you apply, please review the job requirements closely. Harvard-Westlake School Bookstores will follow and implement all safety guidelines provided by the State of California. All bookstore employees will be required to be fully vaccinated, wear a facial mask, undergo Covid-19 testing and practice all safety guidelines. These safety guidelines and items will be provided upon hire.**

### **Primary Responsibilities:**

- Strategic Leadership
  - Review process and procedures with an eye for efficiency and improvement
  - Use technology for improved bookstore operations amongst stake-holders (e.g. how can book orders be centralized through a web based platform as opposed to e-mail)
  - Oversee a full-time and many part-time / seasonal employees including parent volunteers
- Bookstore Operations
  - Maintain an accurate budget based on yearly budget guidelines, inventory control, and yearly sales growth
  - Review gross profit margins suggesting changes to pricing or purchasing practices as necessary
  - Reconcile all open purchase orders and invoices
  - Order textbooks, E-text, online course material and art kits
  - Oversee the annual book distribution which includes:
    - Ordering & receiving course materials
    - Receiving, pricing, and stocking new merchandise for the store
    - Assembling binder kits for various classes
    - Assembling textbook boxes organized by grade level and mailing preparation, including lifting, moving, organizing, and labeling textbook boxes for shipping
- Customer Service and Events
  - Meet the needs of our HW Community and enjoy working with middle and high school students, faculty and staff and participating in school activities
  - Communication with department heads, faculty/staff, sales vendors, account sales representatives and or parents/students
  - Oversee all special in-house bookstore events: alumni or book signing, holiday/special sales events or fun Fridays
  - Support year-end events: graduation, Summer school, store inventory preparation, and annual inventory count in conjunction with the Business Office

**Qualifications:**

- 5+ years' experience managing an on-campus retail bookstore or retail store management Experience
- Bachelor's degree or higher
- Experience and knowledge in areas of retail including the use of inventory management system, purchasing of store supplies and course materials, textbook and E-text expertise, and an understanding of mass textbook mailing distribution preferred
- Experience in supervision, support and mentoring others
- Familiarity with freight company practices; shipping and receiving
- Detail oriented and can implement store policy efficiently
- Excellent verbal, written and computer skills
- A visionary leader with focus, organization, and pride in your work
- Great with people and love to help others
- Experienced with the following computer programs: Photoshop, Google, Microsoft suite programs with specific expertise in Excel, and familiarity with social media platforms
- Ability to lift boxes of 10-15lbs (we will provide safety waist bands)
- Bilingual in Spanish a plus

**Compensation:**

Commensurate with experience—competitive, full-time, with a robust benefit package

Hours: Monday-Friday 730am-430pm

Some limited overtime for evening/weekend work events may apply