

December 21 2011

Dear Applicant,

Sales and Distribution Assistant Post

Thank you for your enquiry about the Sales and Distribution Assistant position at Book Works.

This job has just become available as Paul Sammut takes on his new job as Sales and Distribution Manager in January 2012, leaving the assistant's position vacant.

Please fill in the application form including a short outline of why you think you'd be suited to this job, and return with your CV and equal opportunities form to Book Works by January 13 2012. Please email applications to jane@bookworks.org.uk

We will then email all applicants to let them know if they have been short-listed or not, and will be interviewing successful candidates on January 23 here at Book Works. If you don't have access to email, please send your application by post and enclose a self-addressed envelope and contact telephone number for a reply from us.

Please contact jane@bookworks.org.uk if you need any further information.

All best wishes

Jane Rolo
Director
Book Works

**Book Works Application Form
Sales and Distribution Assistant**

Name:

Address and postcode:

Telephone:

Email:

Date of Birth:

Are you self-employed ? Yes/No

If no give details of your current/last employment:

Please supply names and addresses of two referees:
One should be your present/most recent employer (if appropriate)

1. Name
Position
Address and email/telephone

2. Name
Position
Address and email/telephone

Should you be short-listed, do you have any objection to references being obtained prior to interview? Yes/No

Sales and Distribution Assistant Post

Book Works – an independent art publisher based in Shoreditch is looking for a Sales and Distribution Assistant to start work in late January/early February 2012

The position is based at Book Works, 19 Holywell Row, London EC2A 4JB, and is part-time: one day per week/Friday preferred/plus some likelihood of overtime.

Job-description

You will work directly with Paul Sammut, Sales and Distribution Manager and with other members of the Book Works team as needed.

Main duties include:

- Packing and posting of all book orders, including taking books to the Post Office and liaising with shipping/delivery services.
- Invoicing all orders – training will be given for this. Putting new titles and stock on the system, and filing invoices and orders.
- Assisting with monthly statements to bookshops, chasing bad debts.
- Organising quarterly stock takes and preparing stock reports
- Maintaining stock levels between Book Works and our storage space in Bow, and moving books between these two spaces as necessary.
- Organising book consignments to our distributors.
- Processing credit card transactions and dealing with customer orders by phone and email.
- Keeping storage spaces, packing area and bookshelves clean and tidy.

Other duties:

- Assisting with mail-outs
- Selling books at launches and special events
- General office duties, as needed

Skills/qualities:

- Interest in contemporary art/publishing
- Enthusiastic, bright, with good personal skills
- Self-motivated, able to work alone or as part of a team
- Good organisational/planning skills
- Proficient with both MAC and PC
- Knowledge of Quick Books advantageous but not essential - training given
- Meticulous/attention to detail important

Terms and conditions:

- Salary £3,890 (£19,450 pro rata) p.a. for one day per week
- Normal working hours 10am-6pm, including one-hour paid lunch break
- Overtime/extra days paid at normal rates of pay
- 6 days paid holiday (inclusive of bank and public holidays)



Equal Opportunities Monitoring Form

Book Works is committed to being an equal opportunities organisation and practices an equality policy aimed at promoting opportunity and access irrespective of identity based on race, colour, nationality, ethnic or national origins, gender, sexual orientation, age, disability, religious or political beliefs, or socio-economic background.

As part of this policy, the following details are collated for monitoring purposes as part of our funding agreement with Arts Council England. We would be grateful for your assistance in completing and returning this form, which will be held independently from your application and kept in strictest confidence.

Gender / Nationality / Age

Gender: Male Female **Nationality:** _____

Age: Under 21 21-29 30-39 40-49 50-59 60-64 65+

Context

Please give the reason for your contact with Book Works e.g. board member, contract of employment, job application, artists' proposal, workshop attendance including name of workshop etc.

How did you find out about this scheme?

For example our website/advertisement/word of mouth/funding organisation/direct from Book Works?

Disability

Do you have a disability you would like Book Works to know about? Yes No

Are you registered disabled? Yes No

Religion or Belief

Do you have a religion or belief you would like us to know about?

Sexual Orientation

Do you have a sexual orientation you would like us to know about?

Ethnic Origin

Choose one section and tick appropriate box

White

British
Irish
Any Other white background

Black, or Black British

African
Caribbean
Any Other Black background

Mixed Heritage

White and Black Caribbean
White and Black African
White and Asian
Any Other Mixed background

Chinese or any other Ethnic Background

Chinese
Any Other Ethnic Background

Asian or Asian British

Bangladeshi
Indian
Pakistani
Any Other Asian background

Any Other Background

If you have ticked a box marked 'Any Other', please give details below: