

Job description: Sales Assistant (2024)

Terms and conditions

- Salary £30,000p.a., pro-rata for 1 day per week – £6,000 p.a.
- Normal working hours 10am-6pm, including one-hour paid lunch break
- Overtime/extra days paid at an hourly rate, of £14.42
- Preferred day of work (Wednesday or Thursday)
- Holidays – Based on an annual full time equivalent (FTE) of 28 days – 6 days paid holiday (inclusive of bank and public holidays)

Book Works seeks a Sales Assistant to work with the Publishing Manager on all aspects of sales and distribution.

Book Works is a non-profit organisation, a registered charity, and receives NPO funding from Arts Council England. We publish approximately 8-10 titles a year, and also have an extensive backlist of titles, in addition to special editions and prints that are published from time to time. Visit our new website to see the full range of titles: www.bookworks.org.uk

Book Works is committed to making a positive impact to address inequality and discrimination. Through our work, employment and audience engagement, we pursue a programme that foregrounds social justice in the arts. Our programme reflects our desire to work with artists and writers from the global majority who are often unrecognised by mainstream institutions, and those from liberation or historically marginalised groups. You will be part of a team with a public face and play a role in ensuring that principles of equality, diversity and inclusion are foregrounded in our work. You will also be part of a team that is exploring new ways of improving our commitment to climate justice.

In 2023-24 we are working on a number of new projects with: Sophia Al-Maria, Andrew Colarusso, Bouchra Khalili, Amy Ching-Yan Lam, Samia Malik, Harun Morrison, Kamwangi Njue, Sofia Niazi, Roy Claire Potter, Theresa Hak Kyung Cha and Jimmy Robert, Cecilia Vicuña, and Alice Walter. In 2024 we will announce new projects including a new Open Submission series, and a new magazine.

Book Works is a leading contemporary arts organisation with a unique role as makers and publishers of books. Acting as a national resource for books by artists and those involved in publishing in the arts, Book Works enjoys an international profile as an independent art publisher

To apply please submit your CV, a covering letter and completed Equalities Monitoring form to paul@bookworks.org.uk, with Sales Assistant in the subject. If you have any questions about this process, or access needs that you would like to discuss please get in touch.

Main duties

- Inputting data for all new titles and stock onto QuickBooks
- Invoicing all orders
- Packing and posting of all orders, and managing delivery services and shipping, inc. organising book consignments to our distributor Idea Books.
- Keeping a record of all invoices and orders.
- Assisting with monthly statements to bookshops, and with the line manager and bookkeeper, chasing bad debts.
- Working with the line manager on bi-annual stock takes and preparation of stock reports
- Maintaining stock levels between Book Works and our storage space in Bow and moving books between these two spaces as necessary.
- With the line manager maintaining the website shop, and managing website orders, including, when necessary, 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
- Participating in book fairs, and selling books at launches and special events
- General office duties, as needed

Skills/qualities:

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

Training

You will work directly with Paul Sammut, Publishing Manager, your line manager and with other members of the Book Works team as needed. Training on all aspects of the job will be delivered by Paul Sammut, including use of QuickBooks, the website, and delivery/distribution processes.

Editor EO Form

Gender Identity	
Female (inc. trans women)	
Male (inc. trans men)	
Non-Binary (e.g androgyne)	
Prefer not to say	
Not known	

If you describe your gender with another term, please provide this here:

Age (on 31 March 2023)	
0-19	
20-34	
35-49	
50-64	
65+	
Prefer not to say	
Not known	

Disability	
Do you identify as deaf or disabled person, or have a long term health condition	
Non-disabled	
Prefer not to say	
Not known	

Neuro-divergent/disability	
Identify as a deaf or disabled person, or have a long term health condition	
Non-Disabled	
Prefer not to say	
Not known	

Ethnicity	
White:	
British	
Irish	
Gypsy or Irish Traveller	
Any other white background	
Mixed:	
White and Black Caribbean	
White and Black African	
White and Asian	
Any other Mixed/Multiple Ethnic background	
Asian/Asian British	
Indian	
Pakistani	
Bangladeshi	
Chinese	
Any other Asian background	
Black/Black British:	
Black African	
Black Caribbean	
Any other Black background	

Other:	
Arab	
Latin American	
Any other ethnic group	
Prefer not to say	
Not known	

Sexual orientation	
Do you have a sexual orientation you would like us to know about?	
Bisexual	
Gay Man	
Gay Woman/Lesbian	
Heterosexual/Straight	
Other	
Prefer not to say	
Not known	
If you prefer to use another term, please provide this here	

This is an optional question. Please indicate the occupation of the main/highest income earner in your household when you were 14. Guidelines here:

Modern Professional Occupations	
E.g. Teacher/lecturer, nurse, physiotherapist, social worker, welfare officer, actor, artist, musician, police officer (sergeant or above), software designer	
Clerical and Intermediate Occupations	
E.g. secretary, personal assistant, clerical worker, office clerk, call centre agent, nursing auxiliary, nursery nurse	
Senior Managers and Administrators	
Usually responsible for planning, organising and co-ordinating work for finance such as finance managers, chief executive etc	
Technical and Craft Occupations	
E.g. motor mechanic, fitter, inspector, plumber, printer, tool maker, electrician, gardener, train driver	
Semi-Routine Manual and Service Occupations	
E.g. postal worker, machine operative, security guard, caretaker, farm worker, catering assistant, receptionist, sales assistant	
Routine Manual and Service Occupations	
E.g. HGV driver, van driver, cleaner, porter, packer, sewing machinist, messenger, labourer, waiter/waitress, bar staff	
Middle or Junior Managers	
E.g. office manager, retail manager, bank manager, restaurant manager, warehouse manager, publican	
Traditional Professional Occupations	
E.g. solicitor, accountant, medical practitioner, scientist, civil/mechanical engineer	
Self-employed	
Short Term Unemployed	
Claimed Jobseeker's Allowance or earlier unemployment benefit for a year or less	
Long Term Unemployed	
Claimed Jobseeker's Allowance or earlier unemployment benefit for more than a year	