

Deputy Shopfloor manager

A unique place, Shakespeare and Company is an independent English-language bookstore located at 37 rue de la Bûcherie in the 5th arrondissement of Paris. In addition to its local clientele, the bookshop receives many foreign visitors every year, attracted both by books and the history of the place.

The role

In collaboration with the shopfloor manager and working within a management team of 4 people, your responsibilities will be as follows:

Management:

- Management of our team of booksellers (currently 14 people) : daily communication and monitoring, preparation of rotation schedules
- Maintain safe working atmosphere that supports the wellbeing of the team
- Assist with integration and training of new booksellers and interns
- Adapt workload and tasks according to daily priorities and busyness of the shop
- Able to delegate and involve all team members in the smooth running of the store
- Liaise with the HR Manager for everything related to Human Resources (scheduling, weekly meetings, vacations, illness, delays, accidents, etc.)

Shopfloor management:

- Setting up, organizing, storing books
- Greeting and helping customers, providing recommendations, and demonstrating exemplary customer service
- Good knowledge of key software (Médialog and Mediacaïsse)
- Coordination with other teams as needed (stock and reception, book buying, events)
- Cash management
- Communication with security guards when needed
- Handling large groups of people / visitors
- Support in organizing events in the bookstore
- Checking stocks regularly (books and other key items)

Do you want to join a multicultural, caring and friendly team? We offer you the following advantages:

- Attractive salary
- CDI, 4 days a week
- Supervisor position
- 10€ lunch voucher per work day (60% paid by the employer)
- Profit-sharing scheme
- Bonus based on individual performance
- 1 free book per month
- 25% staff discount on the shop and Café
- Free yoga classes

Your profile :

You have previous experience in a bookshop (5 years minimum), and you may have already worked as an assistant store manager.

You have a broad general knowledge and a keen interest in books, particularly in English literature. You have excellent interpersonal skills and you enjoy working in a team.

You know how to motivate your team and maintain a positive and dynamic atmosphere.

You are able to deal with difficult and unforeseen situations (customer discomfort, fire alarms, accidents, lost items etc.) calmly and you know how to take suitable action.

Our bookstore is visited by readers from all over the world and our goal is to offer them a pleasant experience, so it is necessary to be comfortable with large numbers of people and to be able to stay calm even under pressure.

You are fluent in English and French and know how to adapt your communication to best communicate with a range of people.

This position is to be filled as soon as possible on a permanent contract, possibly part-time (i.e. 4 days per week rather than 5). Requirement to work on weekends and in evenings.

You need to already have the right to work in France, as we don't offer visa sponsorship.

If this sounds like you, send us your CV and a cover letter (along with 3 references) to work@shakespeareandcompany.com.