

## Douglas Stewart Fine Books Position Description

Position available : bookshop assistant

### About the business

Douglas Stewart Fine Books is a specialised antiquarian bookshop. We deal in rare books, printed documents, photography and art with a focus on exploration, Australian and international art, and Australian history. In addition to our Melbourne shop we sell online through our website, and regularly exhibit at book fairs internationally and domestically. At Douglas Stewart Fine Books we seek to identify unique and exciting pieces of history and find them a suitable home. Our clients include major public institutions, the trade, and private collectors.

### About the role

While our shop is open to the public six days a week, we generate most sales via our website and mailing list. As such, we would value prior experience with eCommerce or online sales. Training will be provided. We are looking for a fast-learner who's not afraid to tackle any challenge. Our business is always changing, so we are seeking someone adaptable, inquisitive, and enthusiastic to support our small team.

This role is a flexible, part time position, ideal for a tertiary student, and preferably someone who will be available 3-4 days a week, but we can discuss what days or hours work suit us both. If you're looking for a unique workplace that challenges you and you have an interest in art, antiques, and history, we'd love to hear from you.

### Duties

- Office management tasks, including equipment resupply and support
- Processing customer orders (online and in store)
- Packing and shipping of purchases, and of stock to fairs
- Preparation of stock for book fairs, book launches, and other events
- Custom-making archival mylar book jackets
- Managing storage and organisation of stock
- Filing, accounts payable, and regulatory compliance
- Assist with cataloguing of rare books, ephemera, and artworks
- Conducting annual stocktake
- Other duties as directed

### Required skills & experience

- Experience in eCommerce sales (particularly with WordPress)
- Experience working both within a team and independently
- Task prioritisation and ability to meet deadlines
- Ability to lift heavy items and to use ladders
- Full working rights within Australia

Member

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MEMBER