

HELP WANTED:

BOOKSTORE MANAGER

Concordia Publishing House, the publishing arm of the Lutheran Church-Missouri Synod, currently has a full-time bookstore manager position available. This position is located on the campus of Concordia College-New York in Bronxville. Duties include: managing the bookstore and ensuring the delivery of excellent customer service while selling textbooks and other products that will communicate, foster, and support the Christian faith. Essential functions include:

- Manage the business to meet or exceed the financial objectives of the store.
- Lead, train, and supervise sale associates and other staff to insure a positive shopping experience for all customers.
- Responsibility for profitable buying, merchandising, and promotion of products for sale.
- Foster a "can do" team environment for employees.
- Manage textbook ordering process for each school term.
- Manage purchasing to achieve inventory levels and gross profit objectives.

The successful candidate will have a minimum of an Associate's degree in business or related field, and the following experience: minimum of three years' retail experience; P&L control; inventory maintenance; strong computer skills; and excellent communication skills. Prior supervisory/management experience is preferred. Concordia Publishing House offers a competitive benefits package. Please forward cover letter and resume to: cphresume@cph.org or visit us on line at cph.org.