

June 6 2012

Dear Applicant,

**Sales and Distribution Assistant Post: To start early August 2012**

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

Please fill in the application form including a short outline of why you think you'd be suited to this job, and return it with your CV and equal opportunities form to Book Works by June 29 2012. Please email applications to [paul@bookworks.org.uk](mailto:paul@bookworks.org.uk)

We will let you know if you have been shortlisted and will be interviewing successful candidates on July 18 here at Book Works. Due to the anticipated volume of applicants we will not contact you unless you have been shortlisted, so if you do not hear back from us please assume you have not been successful on this occasion.

If you don't have access to email, please send your application by post and enclose a self-addressed envelope and contact telephone number so that we can contact you if we wish to ask you in for an interview.

Please contact [paul@bookworks.org.uk](mailto:paul@bookworks.org.uk) if you need any further information.

All best wishes,

Paul Sammut  
Sales and Distribution Manager  
Book Works

## **Book Works Sales and Distribution Assistant**

Book Works – an independent art publisher based in Shoreditch is looking for a Sales and Distribution Assistant to start work early August 2012. The Sales and Distribution Assistant will work directly with Paul Sammut, Sales and Distribution Manager, at Book Works and with other members of Book Works team, as needed.

The position is based at Book Works, 19 Holywell Row and is part-time, working one day a week, on Wednesdays, from 10.00am to 6.00pm with a one-hour lunch break. There will also be the opportunity for overtime on evenings and weekends at launches and special events.

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](http://www.bookworks.org.uk)

### **MAIN DUTIES**

Packing and posting of all orders, including taking books to Post Office and liaising with couriers, Parcelforce, TNT, FedEx and other delivery services.

Invoicing all orders – training will be given for this. Putting new books on system. Putting stock on system. Filing of all invoices, orders and paperwork.

Monthly statementing – with Book Works book keeper and chasing bad debts.

Organising quarterly stocktakes and preparing stock reports.

Maintaining stock levels between Book Works and storage space. Checking levels of supplies of packing materials, invoices etc and ordering when necessary. Moving books between 19 Holywell Row and Book Works' storage space in Bow and assisting with deliveries of books.

Organising consignments to Book Works distributors, liaising with shippers etc

Processing credit card transactions. Reconciling credit card bank settlements with Book Works book keeper.

Dealing with customer orders by phone and by 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.

## SALARY

£3,890 p.a. (Pro rata £19,450)

6.5 days holidays per year (includes bank and public holidays)

Probation period of 3 months.

Subject to contract.

## 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 QuickBooks advantageous but not essential – training given

Meticulous/Attention to detail

**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 employer

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

Name  
Position  
Address and email/telephone

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



## 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.

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### Gender / Nationality / Age

**Gender:** Male  Female  **Nationality:** \_\_\_\_\_

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

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### 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.

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### How did you find out about this scheme?

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

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### Disability

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

Are you registered disabled? Yes  No

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### Religion or Belief

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

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### Sexual Orientation

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

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### 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

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#### Mixed Heritage

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

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#### Chinese or any other Ethnic Background

Chinese   
Any Other Ethnic Background

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#### Asian or Asian British

Bangladeshi   
Indian   
Pakistani   
Any Other Asian background

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#### Any Other Background

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

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Please return this form with your application to Sales and Distribution Assistant Job  
Book Works, 19 Holywell Row, London EC2A 4JB