

Booklet Manager Job Description

Basics

Title	Booklet Manager
Start date	
Hours of work	9.5 hours per week
Days of work	2 days (Saturday and Sunday)
Gross wage per hour (excludes holiday pay)	\$25
Type of position	Permanent part-time
Your manager	Kim Anderson

Core tasks

- Manage the business, promotion and development of the Booklet coffee nook
- Proactively develop and execute ideas to help Booklet grow
- Manage supplier relationships and stock inventory
- Liaise with The Open Book Store manager around Booklet requirements and processes
- Train and manage Booklet staff
- Provide excellent customer service to customers

Other items

- You'll have training on how Booklet works as a co-service within The Open Book bookstore. Training is paid and could start before your start date by agreement

Agreement

For the employee	For Chapter One Productions Ltd
Name:	Name: Hayden Glass
	Position: Director

Date:	Date:
Signature:	Signature:

Other info that we need (including to pay you correctly)

Your address:	
Emergency contact name and phone no:	
Date of birth:	
Bank account number:	
Are you a member of Kiwisaver?	