



Bible Store Manager

12-month temporary position with possible extension)

(8:30 AM–4:30 PM, Monday-Wednesday & Friday | 11:00 AM–7:00 PM, Thursday)

Location: 10 Carnforth Road, Toronto

Are you interested in joining our team in this exciting and re-energized adventure providing people access to God's Word? The Canadian Bible Society (CBS) is looking for a dedicated Bible Store Manager who will work collaboratively with team members including those in other locations on fulfilling annual plan objectives in support of the continued successful running of an effective Toronto Bible Store.

Key responsibilities:

- Developing integrated business plans for profitable operation including target customer mix (individuals, schools, churches, etc.), merchandise mix, marketing, human resources, equipment/applications, operations and targets for revenues, net income, number of customers overall and new customers, volume of product sold, target product mix and other required performance objectives;
- Hiring, training, and managing required staff;
- Carrying out marketing plan elements pursuant to annual plan and adjusting as necessary to meet annual objectives;
- Effectively and efficiently negotiating and purchasing product mix, receiving product, pricing, stocking, merchandising and managing inventory;
- Carrying out profitable pop-up/consignment bookstore events within the region as appropriate and pursuant to regional plans;
- Effectively and efficiently managing customer inquiries, orders, complaints, merchandise and existing / potential customer lists;
- Working/sharing with other Bible Store Managers and CBS staff including the office in Toronto, conducting research and attending conferences to be aware of best practices in profitable Bible store management and to conduct joint activities (e.g. purchasing, training, social media marketing, etc.) to decrease costs and increase efficiency;
- Ensuring timely and accurate data entry and reporting;
- Daily opening and closing of the store including overseeing the health and safety;
- Serve customers and process sales transactions;
- Maintaining the store as required in cooperation with the Office Manager, Warehouse Manager and applicable contractors or vendors;
- Other duties as assigned from time-to-time.

Requirements:

- Must be available Monday to Friday and flexible and able to work Thursday evenings as needed. Regular hours will be 8:30-4:30 (Thursdays 11-7pm).
- Must be able to lift heavy books in boxes at times and needs to have access to a vehicle for special events.
- A demonstrated multi-year track record of success working in a retail bookstore or equivalent;
- Comprehensive knowledge of the Bible, Christian books and merchandise;
- An understanding and empathy of the challenges of the local church setting, and be comfortable in a broad ecumenical spectrum of faith;
- Experience leading others including supervising and training staff;
- A college or university certificate or degree in retail/business management or marketing or equivalent experience;
- Self-confident while still being humble and authentic;
- Self-motivated, self-starter, proactive, determined and flexible;
- Resilient, ability to not let adverse conditions negatively impact ability to perform;
- Promotes culture of integrity, values driven;
- Analytical and helps lead the process of framing issues/problems, and developing/implementing solutions and decisions;
- Decisive and demonstrates good judgment;
- Understands financial literacy and accountability for finances;
- Reliable and dependable;
- Personable, pleasant to spend time with.

What does the Canadian Bible Society Do?

We are an interdenominational organization partnering with individuals, churches, and organizations who similarly believe that God's Word changes hearts and lives. Whether in support of Canadian youth who are searching for hope or those affected by human trafficking in partnering countries, we continue to proudly contribute to the spiritual development of the people we reach, both in Canada and overseas. As we celebrate more than 110 years of ministry in Canada and abroad, the Canadian Bible Society (CBS), is uniquely poised to fulfill its mission to translate, publish, distribute, and encourage engagement with the Christian Scriptures.

To Apply:

Please forward your CV along with a cover letter detailing your interest in this position and the Canadian Bible Society, **to humanresources@biblesociety.ca by September 30th 2025.**

Qualified candidates must be able to demonstrate a commitment to the core values and mission of the CBS. All offers of employment will be conditional upon the successful completion of reference checks, credit check and Police background check.