

## TEXT PUBLISHING POSITION DESCRIPTION

### Administration Coordinator

#### Selection Criteria:

- A love of books and reading
- First-rate administration and organisational skills
- Excellent communication (written and verbal) and interpersonal abilities
- The ability to work in a high pressure, deadline driven environment
- Knowledge of the book industry would be an advantage

#### Key Accountabilities:

- Administering grant applications/acquittals and awards submissions
- Managing the unsolicited manuscript log
- Performing general reception duties—phone, mail, couriers, stationery
- Managing the publisher's diary, including flights and hotels for business trips
- Maintaining staff attendance records, managing room bookings and catering for meetings
- Fulfilling website orders and processing payments; performing monthly mailouts of author/agent copies
- Maintaining stockroom inventory, receiving incoming stock and liaising with the warehouse to arrange stock transfers
- Maintaining and constantly improving office procedures
- Reading and reporting on manuscripts at editorial meetings

**Terms:** This is a full-time position based in Melbourne

**Reporting:** To the Finance Manager and Sales & Marketing Director

**Salary:** To be negotiated with the successful applicant

**Applications:** Must address the selection criteria, and must be received by 9am on Monday 11 July. Send applications including cover letter, CV and response to selection criteria to [applications@textpublishing.com.au](mailto:applications@textpublishing.com.au).