

Position description: Sales Coordinator

Terms: 15-month contract on a full- or part-time basis, depending on the successful applicant

Reporting to: Managing Director

Key responsibilities:

- Fostering and maintaining excellent relationships with booksellers across Australia and New Zealand
- Liaising with Text's distributor, Penguin Random House (PRH), to arrange promotions and ensure titles are well stocked across the ANZ trade
- Liaising with the warehouse, United Book Distributors (UBD), over schedules and stock movements
- Gathering bibliographic information, creating and updating Text's 'order form' of frontlist titles, and distributing it to PRH AU and NZ each month
- Overseeing the production of monthly sales materials via Text's information management system (BooksoniX); uploading covers and sales information to the PRH system (Biblio)
- Tracking weekly demand for frontlist and backlist titles; budgeting and setting reprint quantities
- Setting print runs for frontlist titles each month, in conjunction with the Managing Director
- Advising authors and agents of distribution and sales information as required
- Managing the supply of event stock, in conjunction with booksellers, festivals, PRH, UBD and the Text publicity team
- Arranging stock for and representing Text Publishing at bookseller, education and PRH conferences
- Identifying and capitalising on direct sales opportunities with non-trade contacts
- Submitting children's and YA titles for consideration by, and coordinating stock supply to, Australian and New Zealand education outlets
- Presenting subscription numbers at general staff meetings
- Reading manuscripts for acquisition and contributing manuscript assessments at editorial meetings.

Key Selection Criteria:

- A love of books and reading
- The ability to initiate and maintain relationships across a wide range of contacts
- First-rate administration and organisational skills, and basic abilities with Excel
- Strong writing and communication skills
- Experience within the publishing industry, preferably in an inventory, administration or sales role.

Applications must include a response to the Key Selection Criteria, and must be received at applications@textpublishing.com.au by 9am on Monday 28 November.