

Special Sales Co-ordinator (Maternity Cover)

Department: Sales
Reports to: Special Sales Director

Purpose of the Job

To assist the Special Sales Director with the day-to-day running of the busy Special Sales/Proprietary Publishing Department. The successful candidate will provide full administrative back-up, but there is scope for candidate to manage accounts and bring in their own revenue.

Duties and responsibilities

- Gathering and preparing sales material for customer presentations
- Costing requests
- Order processing
- Stock reservations
- Editorial admin -setting up new titles on Biblio/checking rights availability
- Customer re-orders: checking stock, unit costs and liaising with stock control
- Liaising with Production and Warehouse to progress orders and deliveries
- Liaising with Accounts to ensure that books are invoiced on time
- Liaising with other areas of the business to maximise sales opportunities
- Identifying and researching new business opportunities (will involve cold-calling)
- Maintain/update the Special Sales delivery schedule
- Customer service/trouble-shooting
- Attending in-house meetings on an ad-hoc basis
- Prepare sales figures for board reports
- Other reports on an ad hoc basis
- Regular customer mailings
- Dealing with ad hoc requests from customers for information and material in a timely and polite manner
- Maintaining customer records
- Copy editing / input into Custom Publishing Team
- Provide extensive support to editorial/ design staff within the Special Sales department.
- Creating print instructions
- Presenting to customers and presentation follow-up
- Extensive knowledge of Walker backlist and new titles, regular reading of manuscripts required
- First point of contact when Special Sales Director is out of the office.
- Any other duties as required

Customer Base

Book Clubs
Book Fairs
Mail Order
Internet
Direct Sell
Premiums and Incentives
Own Brand
Educational reprints
Overstocks

Qualities and skills required

Essential:

- Some previous selling experience
- PC literate (Word, Excel & Outlook)
- Numerate
- Ability to work as part of a team but show initiative
- Ability to work under pressure, juggle a busy workload and work to tight deadlines
- Ability to communicate at all levels
- Methodical and organised with an eye for detail
- Passion for children's books

Desirable:

- Experience in Children's Publishing.