



Business Publishing Assistant
Division: Academic and Professional Development

Location: Pretoria
Reporting to: Business Publisher
Part-time, fixed-term contract

The publishing assistant provides support to the Business Publisher by providing administrative and editorial support.

Responsibilities

- Backlist and stock management
- Manuscript assessments and handover documentation
- Handling follow-up with titles that are in production
- Undertaking marketing research
- Preparation of marketing and sales materials
- General administration including initial draft contracts, follow-up, filing.

Attributes

- Editorial experience or short publishing courses completed
- An ability to take initiative
- An orientation towards accuracy.

Competencies

- An undergraduate publishing degree, or working towards a postgrad degree in publishing
- Editorial experience and a familiarity with publishing processes
- Excellent written language proficiency and ability to draft correspondence, reports and contracts
- Good working knowledge of MS Word, Excel and PowerPoint. GroupWise and Bookmaster knowledge advantageous
- Excellent customer service orientation; tenacity and follow-through

We offer a competitive and market related remuneration package, commensurate with experience. To apply, please email your letter of application and CV to jleroux@juta.co.za by 29 October 2012. This appointment will be made in line with Juta's employment equity plan.

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Juta & Company Ltd Directors: LR du Toit (CEO),
Al van Niekerk, IAJ de Villiers (Financial Director), MR van Zyl, M Morobe,
L McLachlan (Company Secretary)

Alternate Directors: Dr E Links, L Moodley

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