



Job Title: Publishing Assistant
Academic Education and Agencies Division
Location: Pretoria
Reporting to: Business Publisher

The publishing assistant provides support to the Business Publisher by: providing editorial support, research and administrative assistance.

Responsibilities:

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

Competencies

- An undergraduate publishing degree, or working towards a postgrad degree in publishing
- Editorial and permissions expertise 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, Access and PowerPoint. Outlook and Bookmaster knowledge advantageous

Attributes

- An ability to take initiative
- An orientation towards accuracy
- 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 two-page CV to recruitment@juta.co.za by 1 December 2015. This appointment will be made in line with Juta's employment equity plan. Should you not receive a response by 11 December 2015, please consider your application to be unsuccessful.

Juta and Company (Pty) Ltd Directors:
Dr E Links (Chairman), Prof JD Volmink, LR du Toit (CEO), AI van Niekerk,
IAJ de Villiers (Financial Director), FF Gillion, W Cosby, MJ Harris,
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