



**Position: Sales Coordinator: Education and Trade
Academic, Education and Agencies
Location: Head Office
Reporting to: Sales Manager (AEA)**

The Juta Academic, Education and Agencies Sales team is looking for a passionate, and versatile Sales Co-Ordinator to join their team. The Sales Coordinator will be responsible for coordinating and helping the Education and Trade Sales Representatives. This is a high performance position, which would suit an individual who is well organised, has an eye for detail and is capable of working to tight deadlines and under pressure.

RESPONSIBILITIES:

- Planning and executing Sales campaigns and projects
- Planning and executing bi-annual Sales Team workshops
- Provide support to the Sales Team
- Work with Agency Publishers – follow up on requests for presence at exhibitions and conferences as well as requests for book launches.
- Coordinate and arrange exhibitions
- Support and administer Education Sales drives
- Coordinate travel arrangements for Sales reps
- Tender processing
- Provide Sales support to UCT Press

COMPETENCIES:

- At least 5 years' experience in the Publishing industry
- Diploma or degree with at least 4 years' experience in Sales Administration advantageous
- Excellent understanding of the Sales environment within the Publishing industry
- Fully computer literate – MS Office, Outlook
- Bookmaster experience advantageous

ATTRIBUTES:

- Self –motivated, assertive and able to research and learn to adapt to the constant changes in the industry
- High level of initiative and follow up
- Ability to work independently without close supervision
- Excellent planning and organising/work management
- Excellent communication skills, verbal and written
- Excellent quality orientation and attention to detail
- Excellent analysis/problem assessment ability
- Exceptional customer service orientation
- Good teamwork/collaboration ability especially with internal colleagues
- Ability to work under pressure and to tight deadlines
- Ability to multi-task
- Good work ethic

OTHER:

- Valid drivers' licence
- Willingness and flexibility to work outside of office hours when required

Interested staff to submit a brief resume to Michelle Symington at msymington@juta.co.za by Tuesday, 2 February 2016. This appointment will be made in line with Juta's employment equity plan. Should you not receive a response by 19 February 2016, please consider your application to be unsuccessful.