

TEXT PUBLISHING POSITION DESCRIPTION

Administration Coordinator (full or part-time)

Selection Criteria:

- A love of books and reading
- First-rate administration and organisational skills
- Excellent communication (written and verbal) and interpersonal abilities
- The ability to work in a high pressure, deadline driven environment
- Knowledge of the book industry would be an advantage

Key Accountabilities:

- Performing general reception duties—phone, mail, couriers, stationery
- Maintaining staff attendance records, managing room bookings and catering for meetings
- Fulfilling website orders and processing payments; performing monthly mailouts of author/agent copies
- Maintaining stockroom inventory, receiving incoming stock and liaising with the warehouse to arrange stock transfers for Australia, New Zealand and export markets
- Maintaining and constantly improving office procedures
- Reading and reporting on manuscripts at editorial meetings

Terms: This position is based in Melbourne, and can be configured as full or part time depending on the skills and experience of the successful applicant

Reporting: To the Finance Manager

Salary: To be negotiated with the successful applicant

Applications: Must address the selection criteria, and must be received by 9am on Monday 21 May. Send applications including cover letter, CV and response to selection criteria to applications@textpublishing.com.au.