

TEXT PUBLISHING POSITION DESCRIPTION

Export & Inventory Coordinator

Reporting to the Export Manager, this role supports the effective distribution and promotion of a selection of Text titles in the UK and North America. It encompasses inventory control, publicity/marketing, communications and administration.

Selection Criteria:

- A love of books and reading
- First-rate administration and sales skills, with exceptional attention to detail and the ability to follow through on tasks
- Excellent communication skills (written and verbal) and interpersonal abilities
- The ability to work in a high-pressure, deadline-driven environment
- Experience in the publishing industry or in book retail is an advantage

Key Accountabilities

- Liaising with export distributors (Ingram US and Turnaround UK), and publicity agencies regarding forthcoming titles
- Supplying monthly sales kits to UK distributors, and liaising regarding list highlights and potential marketing
- Entering forthcoming titles into CoreSource database twice yearly. Updating regularly with incoming publicity coverage. Attending twice-yearly sales teleconference
- Ensuring timely arrival of stock to export distributors, maintaining inventory records and raising commercial paperwork (liaising with freight forwarder)
- Tracking sales and stock on hand at distributor warehouses
- Sending weekly publicity updates to export distributors. Circulating and recording publicity updates from US & UK distributors
- Making connections with international booksellers wherever possible, and preparing the company's export newsletter under the supervision of the export manager
- Uploading digital review copies (NetGalley, Edelweiss), tracking and circulating feedback
- Liaising with authors/agents regarding export opportunities
- Checking export schedule against publishing schedule, identifying potential supply issues
- Organising the transfer of stock from UBD, and managing the Text stockroom
- General administrative duties as required
- Reading manuscript submissions for acquisition, advising about their potential for export

Terms: This is a full-time position, based in Melbourne

Reporting: To the Export Manager

Salary: To be negotiated with the successful applicant

Applications: Must address the selection criteria, and must be received by 9am on Monday 3 June. Send applications including cover letter, CV and response to selection criteria to applications@textpublishing.com.au