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NB Publishers Contracts and Rights Assistant (Cape Town)

NB Publishers has a vacancy at its office in Cape Town for an assistant who will support the administrative staff of its Contracts and Rights division.

The assistant's responsibilities include:

- handling all administrative functions relating to permission requests and agreements
- general support to the Contracts and Rights Manager and Administrator
- general administrative support regarding subsidiary rights and royalties
- liaison with authors and other publishers

The successful candidate:

- has an administrative diploma or other relevant qualification
- is computer literate (MS Word, Outlook, Excel and PowerPoint)
- has at least two years' experience of administrative duties
- has an interest in the local publishing industry
- is fluent in Afrikaans and English and has excellent language skills
- has excellent organisational abilities and keeps to deadlines
- is a team player with good interpersonal relationships
- has initiative and is flexible
- experience of the book industry and knowledge of BookMaster would be an advantage

The position offers:

- The chance to be part of a vibrant and goal driven team
- A competitive remuneration package
- Retirement and medical aid benefits

All applications must be submitted by accessing the following link: goo.gl/N8wyja. Applications close on Wednesday 19 July 2017. Applicants who have not received a reply within two weeks of the closing date may assume that their application has been unsuccessful.

Given the employment equity policy of Media24, preference will be given to suitable candidates from the designated groups.

NB Publishers is under no obligation to fill this position.

Applicants can view the website <http://www.nb.co.za> for background information and our publishing list.

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