Publisher Relationship Assistant

ITSI Holdings (Pty) Ltd is currently seeking driven and detail-oriented Publisher Relationship Assistant to support ITSI's objective to expand eBook and resource selection in the miEbooks platform.

ABOUT ITSI

ITSI's miEbooks is a digital educational platform that combines the textbooks with all the possibilities of modern technology. By using a single integrated platform for both eBooks and all other content, we remove fragmentation from the classroom and allow each teacher to efficiently use any teaching methodology or resources they prefer. From being the first-mover in the South African market, ITSI has expanded to over 180 public and private schools, with over 74,000 full-time users. We have opened an office in the UK, and the Middle East.

ITSI brings the future of education everywhere learning happens - delivering an exceptional tailored learning experience to any teacher and any student with any content, anytime.

Publisher Relationship Assistant (PRA)

The PRA will be responsible for acting as a liaison between publishers and ITSI organisation in making sure the publishers are satisfied and their content is available for ITSI customers. The PRA will also ensure continuous communication between publishers and relevant ITSI departments relating sales, pricing, resource requests and other such matters. The PRS will be required to manage the processes end-to-end, influence different stakeholders to deliver on time, and follow up on progress – giving feedback both to ITSI and publishers as needed.

To manage the relationships successfully, the PRA must have an enthusiastic, engaging personality, with an ability to influence people and achieve targets. The role requires strong attention to detail and demonstrated ability to manage projects. A technical understanding of digital publishing and system integration is beneficial. The ideal candidate possesses excellent verbal communication and interpersonal skills, and can create different progress reports to senior management.

The position is located in Pretoria.

Key Responsibilities

- Build and develop relationships with publishers and other content providers, ensuring they receive support, training, and communication they need to upload and manage their content in ITSI platform;
- Maintain and communicate reporting between publishers and ITSI relating e.g., sales, pricing, and required new content;
- Motivate and encourage new and existing publishers and other content providers to distribute additional content through ITSI platform, managing the process from demonstrations to contract finalisation and registration;
- Manage various back-end tasks, such as book lists, eBook errors, contract reviews and metadata updates on behalf of ITSI and/or publishers;
- Keep management informed by collecting, analysing, and summarizing business and publisher information;
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, and establishing personal networks;

- Recommend changes in products, service, and policy by evaluating results and competitive developments.

Required Experience
- Graduate degree;
- 1-2 years of work experience in publishing, EdTech, or similar;
- Self-starter with an ability to manage several projects simultaneously;
- Willingness to be hands-on in the process and dive deep into details;
- Great communication skills – both written and spoken - with a track-record in influencing people;
- Wide-range technical understanding, especially with regards to digital publishing and user experience (e.g., XML workflow, CMS services, EPUB, PDF);
- Ability to explain, in non-technical terms, the advantages, and disadvantages of different publishing workflows;
- Ability to develop close and lasting professional relationships, to listen and adjust your approach to other people needs;
- Motivation to continuously learn and expand your knowledge in all topics regarding e-learning, the education environment and technical innovation.

Preferred experience
- Experience within the education sector, an e-learning environment is preferable.

If you are interested in this position, please e-mail your CV with the subject line "Publisher Relationship Assistant" to jobs@it.si.

Closing date for application is Friday 11 August.