



Penguin  
Random House  
South Africa

**Position:** Product Coordinator  
**Reporting to:** Disney Product Manager  
**Department:** Product & List Management  
**Location:** Johannesburg  
**Main purpose:** To administer the support and maintenance of the Disney Online Product Approval (OPA) system and to coordinate and provide effective administrative support to Product management.

### **Main responsibilities**

- Create and manage working subscription folders
- Liaise with marketing department to source POS information
- Compile embargo letters
- Prepare all subscription material – print and electronic
- Print and collate all subscription material and make available to the Product Assistant to distribute to colleagues and customers – print and electronic
- Liaise with international colleagues to source outstanding material
- Manage missing material report
- Allocate and distribute sales resources (proofs, etc.)
- Complete spot checks on TMS following schedule changes and pricing updates
- Maintain schedule changes and lead title chart on company network and email updates to colleagues
- Compile title lists Check title details and stock holding for the Product Manager
- Manage title material requests and queries
- Manage Product Department distribution lists (subs, mailing list, proofs, etc.)
- Assist the Product Manager with lead title performance and title movement reports

### **Person specification**

It is essential that the candidate has:

- Minimum 2 years in a sales, marketing or customer relations support role
- Experience in the South African book trade or publishing industry
- Matric qualification
- Tertiary qualification (not an essential requirement)

### **Core Competencies required**

- Excellent attention to detail and able to produce consistently accurate work
- Must be able work well under pressure and ability to meet tight deadlines essential
- Must be able to work independently, without supervision – self-starter, takes initiative
- Must be able to work well within a team
- Must be willing to work after hours when workload in Product is high
- Creative problem-solving skills, out-of-the-box thinking
- Good communication skills – written and verbal (English)

### **Skills & Knowledge required**

- Moderate level of proficiency in Microsoft Excel essential
- Moderate level of proficiency in MS Word, Outlook, PowerPoint, TMS/Bookmaster, Qlikview

### **Personal Attributes required**

- Enthusiastic, dedicated, unflappable, resilient

If you are interested in this position, please send your CV and a covering letter, clearly stating your salary expectations, to

Jason Daniels – [applications@penguinrandomhouse.co.za](mailto:applications@penguinrandomhouse.co.za)

**Closing date:** 11 August 2017

**NB:** Only shortlisted candidates will be interviewed and previously disadvantaged candidates will be given preference.

If you have not heard from us within six weeks, you should regard your application as unsuccessful. Penguin Random House is under no obligation to fill this position.