



Penguin
Random House
South Africa

Position: Publishing & Admin Coordinator: Struik Nature & Travel
Reporting to: Struik Nature Publisher
Department: Struik Nature & Travel
Location: Cape Town
Main purpose: To provide publishing, editorial and administrative support to the Struik Nature & Travel imprint; to oversee, steer and direct the department's reprints, and to support the Publisher, Managing Editor, editors and designers on an ad-hoc basis.

Main responsibilities

- Liaise with the Managing Editor and production team in the reprinting of titles
- Update reprints and some new editions, incorporating approved changes, reflecting new Printer changes where necessary, and sending updated files to Production for printing
- Maintain and oversee the correction filing system
- Assist in compiling book indexes (e.g. field guides and similar) and in drawing up contents and organizing text
- Compile the monthly Local Trade Sub sheet (summary of upcoming new titles/editions and reprints) and supply to Marketing
- Prepare and update reprint Tl's in support of Local Trade Sub
- Preparing contracts and contract summaries; scanning, filing and emailing authors' copies of countersigned contracts
- Maintain Author database, updating as new titles are published and as address and other changes come in, and capturing new authors with each new contract
- Maintain an electronic database of hi-res book front covers, spreads, images, author pictures and TIs on Book Images
- Supply 'Publicity and Marketing' with material from the archive as required
- Oversee the dispatch of complimentary library and author copies of books
- Maintain an up-to-date electronic archiving system of all Nature and Travel books
- Prepare back-up archives to disks for off-site storage
- Maintain database of eBook conversions
- Scanning images and/or illustrations for designers

Administrative support

- Issue new ISBN's in all formats and maintain the list
- Assist Publisher in preparation of spreadsheets for monthly meeting
- Market research and other general internet research
- Order books from Booksite Afrika as required
- Extract text from InDesign into MS Word, as required, for revisions
- Conversion of Quark documents to InDesign as required
- Acknowledging receipt of unsolicited manuscripts and handling related correspondence and queries – in consultation with the Publisher
- General administrative support – correspondence, telephone and email queries, filing, collecting and distributing post, making travel bookings (flights, hotels, hire cars), etc.

Person specification

It is essential that the candidate has:

- Previous experience in an administrative role, preferably in the publishing industry.
- Post matric (minimum matric with exemption) qualification.

Core Competencies required

- Strong interpersonal skills, and well developed written and verbal communication skills are essential.
- A meticulous eye for detail with respect to text
- The ability to function under pressure.
- Strong organising skills and customer service orientation.
- The ability to multitask and meet deadlines.
- The ability to work as a team member.

Skills & Knowledge required

- Strong computer skills including MS Word, Excel, Outlook and InDesign.
- Strong administrative background.
- Experience in Adobe Acrobat, Microsoft PowerPoint, TMS/Bookmaster would be an advantage.

Personal Attributes required

- Enthusiastic, dedicated, unflappable, resilient.
- A love for books will be advantageous.
- Professional in dealings at all levels.

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

Closing date: 23 March 2018

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.