



Position:	Children's Sales Manager
Reporting to:	Sales & Marketing Director
Department:	Sales
Location:	Johannesburg
Main purpose:	To lead and manage sales activities for the local and international children's lists and to meet the objectives of Penguin Random House. The children's sales manager is also responsible for sales representation of commercial Children's non-fiction, fiction, illustrated books and licensed books, and works closely with the product team, as well as marketing & publicity to maximise sales across retail outlets. Regular feedback on territory activity in the South African market is an essential part of this role.

Main responsibilities

- Maintain and grow customer relationships
- Carry out market research
- Manage and work alongside the children's sales team to ensure that set sales targets are achieved
- Subscriptions to customers as specified by manager
- Generate central orders with key retailers for children's titles where relevant
- Presentation of Children's titles in conjunction with the Product, Marketing & Publicity Departments for retailer promotions
- Travel on behalf of Penguin Random House SA domestically and international when required and to attend conferences as and when it may be required
- Trade presentations when required
- Attend relevant book festivals
- Work with the product department to ensure the kids sales team has the required material to sell successfully.
- Stand in for various sales staff members if they are on leave, ill or if the position is vacant
- Attend various Penguin Random House meetings
- Follow up customer queries to their satisfaction
- Assist the Marketing & Publicity Department with Book Launches, POS distribution, Author Tours & Promotions, Advertising and Website promotions
- Assist the Product Department with certain queries pertaining to subs, stock, SOF's
- Work closely with the Product, Marketing and Publicity teams to achieve sales budget
- Assist with the recruitment, selection and training/onboarding initiatives for new Children's sales representatives

Person specification

It is essential that the candidate has:

- Matric qualification
- Tertiary qualification (not an essential requirement)
- Valid driver's license and own transport
- A strong sales background
- Passion and enthusiasm for children's books, reading and education

Core Competencies required

- Strong interpersonal skills
- The ability to work as a team member
- Business acumen

- Takes initiative and is enthusiastic
- Ability to motivate and lead the trade sales team
- Creative approach to problem solving
- Ability to delegate
- Excellent communication and people skills at all levels - verbal and writing skills in both English and Afrikaans
- Able to work under pressure and adhere to deadlines

Skills & Knowledge required

- Budget and report writing skills
- Computer Proficiency - MS Office (Word, Excel, Outlook and PowerPoint), TMS, Bookmaster and QlikView experience advantageous
- Extensive knowledge and experience of book and publishing industry advantageous

Personal Attributes required

- Enthusiastic, dedicated, unflappable, resilient, passionate, creative
- Ability to lead from the front
- 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: 27 March 2018

NB: Only short-listed candidates will be interviewed and employment equity 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.