

## WE WANT YOU!



Macmillan Education is a place where vibrant minds meet. We're a trusted education brand and our core values are to be *Passionate*, *Supportive* and *Inventive* in everything we do.

*We've been around for a while (since 1843), but that doesn't mean that we're old fashioned. We consider ourselves to be confident, self-assured, entrepreneurial and, especially, ground breaking!*

*We're in the business of helping people learn and to better their lives through education, and as a result we look for individuals who are not just passionate about education, but also about making a difference.*

*As the publishers and marketers of quality textbooks and educational support materials, we aim to transform learning through discovery.*

<b>Job title:</b>	Permissions Specialist
<b>Department:</b>	Publishing Services
<b>Location:</b>	Midrand
<b>Salary:</b>	Market related
<b>Reporting to:</b>	Senior Permissions Specialist
<b>Reference number:</b>	PS/MSA/230418

### Purpose of the job:

Macmillan Education South Africa is seeking to appoint an enthusiastic professional to the position of Permissions Specialist. Permissions Specialists manage the permissions for all publishing projects through required research, negotiation and administrative processes to attain the highest possible clearance rate within given budgets and deadlines.

We are looking for people who would love a career that involves:

- being part of a high-functioning, dynamic team
- using the full Microsoft Office Suite to organise and manage large amounts of research and data
- tracking down obscure content and copyright holders using excellent research and analytical skills
- employing their verbal and written English communication skills in daily communication
- using strong interpersonal skills to liaise and negotiate with copyright holders in a diplomatic and professional way
- using their time-management skills to plan schedules, meet deadlines and manage multiple projects simultaneously
- organising work projects in an efficient and methodical way and keeping track of many pieces of data at once.

### Requirements:

- A relevant undergraduate degree (required)
- A qualification in Publishing Studies (advantageous)
- An understanding of intellectual property, copyright and permissions

### Key responsibilities:

- Researching, requesting, tracking and finalising permissions for publishing projects in development
- Managing multiple projects simultaneously, according to departmental procedures
- Tracking and reporting on the status of all permissions within all active projects
- Liaising with copyright holders in line with deadlines and negotiating permissions fees in line with budgets
- Developing and maintaining good working relationships with internal and external contacts
- Active learning, and contribution to internal systems and training initiatives

**Applications:**

**All External applicants** who are interested in this position and who meet the requirements may apply through the below link:

<https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=22553&company=C0001215517P&username=>

For any technical issues logging onto the system please contact Cheryl Samson in HR on [recruitment@macmillan.co.za](mailto:recruitment@macmillan.co.za)

If you have not been contacted within three weeks of the closing date, please consider your application unsuccessful.

**Closing date: 23 April 2018**

**NB: In terms of meeting the company's goals with respect to Employment Equity, people with disabilities are encouraged to apply.**