



<b>Position:</b>	Sales Manager: Local & Adult Agencies
<b>Reporting to:</b>	Head of Sales: Local & International Adult
<b>Department:</b>	Trade Sales
<b>Location:</b>	Johannesburg
<b>Main purpose:</b>	To manage locally published adult and international agency titles to optimise sales and achieve/exceed the sales targets.

### **Main responsibilities**

- Compile annual sales budgets for relevant lists.
- Set targets for local and international titles
- Ensure market related pricing of local and international titles
- Monthly sales analysis and reports to be compiled
- Identify titles for promotions and also specifically backlist promotions.
- Maintain optimum stock levels
- Compile monthly sales subscriptions and manage sales material
- Attend retailer subscription meetings.
- Assist with preparation for and attend annual SA sales conference.
- Prepare and present titles for customer promotions, alongside Sales and Marketing colleagues.
- Call on key clients on a regular basis
- Attend various book festivals, launches, events etc. when required.
- Attend various Penguin Random House SA meetings.
- Travel on behalf of Penguin Random House SA when required – domestic and international.
- Maintain and improve customer relationships.
- Coordinate library orders, festival and launch orders.
- Assist Head of Sales as and when required.

### **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 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](mailto:applications@penguinrandomhouse.co.za)

**Closing date:** 22 January 2019

**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.