Project Co-ordinator (Managing Editor)

Pearson is a dynamic and growing education company, working in the areas of learning resources, assessment and training. At PEA we have one goal: to help people make progress in their lives through learning. We believe in excellence and high performance within a supportive, co-operative environment. We aim to be brave, imaginative, accountable and decent in everything we do.

In order to increase our effectiveness in helping people improve their lives through learning, we are looking for a PROJECT COORDINATOR (MANAGING EDITOR) to join our Africa team and manage a series of projects (book production) from inception to print ready.

Who should apply?
- You are highly organised and can have several projects on the go at the same time.
- You are systematic and have an eye for detail.
- You know how to make things happen by finding the right people for the job, giving clear briefs and enabling them to deliver the best results within the required timeframes.
- You enjoy solving problems and respond well to a challenge
- You are energetic and enjoy working in a competent and motivated team

Experience
- Thorough knowledge of editorial and technical processes involved in book production.
- Proofreading Experience.
- Quality checking Experience.
- Experience in Project Management is essential.
- Computer literate.

Key Responsibilities
- Form and maintain internal relationships with other teams and support functions in order to ensure smooth day-to-day running operations.
- Entering and maintaining information in internal systems.
- Assisting with the sourcing of suppliers by following company approved procurement processes and complete and track contract requisitions, freelance agreements and work orders.
- Supporting the contracting, invoicing and payment of suppliers.
- Generate new projects, raise commitments, process and track invoices.
- Control the flow of work in progress (e.g. courier, SFTP, trafficking).
- Feedback and follow up on workflow and status of all projects as needed (daily/weekly) and escalate issues as needed.
- Assist with general project administration and ad hoc tasks.
- Communicate inefficiencies and challenges in systems or processes and proposed solutions.
- Ensure follow-up and completion of all required tasks and pro-actively communicate any issues or required changes.

Core competencies
- Accurate, efficient and organised with attention to detail.
- Customer-focused with good telephone and business writing skills.
- Good communication skills in English (verbal and written).
- Good computer literacy in MSOffice products and Google Apps or similar software.
- Able to communicate with colleagues and customers at various levels
  - Ability to prioritise and follow up.
  - Project management skills.
- Interpersonal skills and team oriented.
- Looks to create more effective ways of doing things and keeps up to date with changes to technology and ways of working.
- Able to take responsibility and ownership of tasks and conscientiously see them through to completion.
- Ability to support multiple people and cope with competing demands and to prioritise tasks.

Qualifications required:
Bachelor's degree

Pearson South Africa is committed to the principles of Employment Equity and in accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act and subsequent amendments thereto.

For more information please click below:

https://pearson.taleo.net/careersection/ex/jobdetail.ftl?job=1909287&tz=GMT%2B02%3A00&tzname=Africa%2FJohannesburg