

NB PUBLISHERS: PRODUCTION COORDINATOR

NB Publishers in Cape Town has a vacancy for a well-organised and self-motivated Production Coordinator to support our production of books and audiobooks across a variety of genres. The position reports to the Production Manager.

Duties & Responsibilities

- Coordinate the reprint list and audiobook production
- Attend reprint meetings
- Request print quotes and compile reprint budgets
- Capture and update information on Bookmaster and on NB's Title Management System
- Update and maintain relevant information (reprint publication list and printing schedules)
- Liaise with publishers, reproduction companies, freelancers and printers
- Administrative support to the production manager
- Work closely with colleagues in the production team

Qualifications, Skills & Experience

- A relevant tertiary qualification
- Computer literate (MS Word, Outlook, Excel and PowerPoint)
- Knowledge of Adobe Creative Suite, especially Adobe Acrobat
- Excellent communication skills in both English and Afrikaans
- Excellent organisational abilities; the ability to keep to deadlines
- Is meticulous and gives attention to detail
- Good administration skills
- Good at managing workload, keeping track of "where things are in the system" and is able to prioritise
- Is a team player with good interpersonal relationships
- Has initiative and is flexible
- Is interested in books and the publishing industry

Experience of the book industry and knowledge of Bookmaster will serve as a recommendation.

The position offers

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- The opportunity to be part of a dynamic team in a stimulating environment
- A competitive salary
- Membership of the pension fund and medical aid

To apply for the position, please click on the following link:

<https://nbpublishers.simplify.hr/vacancy/r98gpp>

Please include a covering letter explaining why you are suitable for this position, along with your CV and details of at least three referees. Applications close on 12 July 2024.

Given the employment equity policy of Media24, preference will be given to suitable candidates from the designated groups. NB Publishers reserves the right not to fill this position at this time should a suitable candidate not be found. Applicants who have not received a reply within two weeks of the closing date may assume that their application has been unsuccessful.

View www.nb.co.za for more information on NB Publishers.