

NOW HIRING

SENIOR PUBLISHER: HUMANITIES

SHUTER & SHOOTER PUBLISHERS

Based in either Cape Town or Pietermaritzburg, this role will report to the Publishing Director. The successful candidate will be required to:

- Coordinate author teams, illustrators, designers, editors, and proofreaders
- Monitor the book development process
- Monitor the paperwork required for claims from service providers
- Keep and maintain a schedule of publishing projects in progress
- Attend to legal obligations of publishing projects including contracts and permissions
- Attend to administrative work pertaining to publishing projects
- Assist with marketing and sales strategies, and teacher training
- Maintain and monitor book budgets
- Ensure that the final product meets the quality standards set by the Company

We require someone who meets the following key requirements:

- A relevant Degree
- Good interpersonal skills and the ability to work successfully with others
- Good time management skills and the ability to cope well under pressure
- Good analytical and problem-solving skills
- Experience in a publishing-related field or education
- Experience in the preparation of material for submission to the Department of Basic Education for evaluation and inclusion in a limited National Catalogue
- Fully computer literate and proficient in using office productivity software
- Able to work from home as and when required
- Sound administrative skills
- Willingness to travel across South Africa
- A valid code B driver's license and your own reliable vehicle

We are committed to the transformation of our company to reflect and serve, as closely as possible, the demographic profile of the communities we serve. In line with our Employment Equity goals, historically disadvantaged individuals, as well as people with disabilities, are encouraged to apply.

If you meet the minimum requirements and are interested in this role then please send your application to:

JAYSHREE@SHUTER.CO.ZA (PLEASE USE SSHUM01 AS YOUR REFERENCE)

Applications close 24 January 2025. If you do not hear back from us by Friday 31 January 2025 then please consider your application unsuccessful. We reserve the right not to make the appointment. Correspondence will only be sent to shortlisted candidates.