

**Position:** Non-Trade Sales Coordinator (Export, Curio & Other)  
**Report to:** Special Sales Manager: Non-Trade  
**Division:** Non-Trade Sales  
**Location:** Midrand

Penguin Random House is looking for a dynamic, target-driven Sales Coordinator to generate and exceed sales targets for export markets in Sub Saharan Africa. Core focus will also include sales of titles into curio stores, and other non-traditional book markets such as deli's, lodges, corporates and smaller bookstores.

We are a dynamic, industry-leading book publisher looking for creative, communicative, hard-working talent to join our team in our Midrand office. We offer market-related cost to company packages and a flexible, progressive environment that aims to support those who are prepared for a challenge.

#### **Key Responsibilities**

- Current month releases are presented in a designed subscription order form, relevant to each customer and region and emailed monthly
- Stock list is maintained monthly and emailed to relevant customers
- All relevant product and marketing information is supplied to customers
- Visit key customers on a regular basis
- Meet and exceed sales targets to grow market share
- Excellent product knowledge of relevant titles
- Excellent working relationship with customers and colleagues
- Attend and sell at events as and when required
- Comprehensive customer lists with their relevant information are maintained on a regular basis
- All local and export queries, orders, quotes and pro formas are handled and processed timeously
- Freight costs are obtained where required
- All export required customer information for customs is handled as required
- Travel to key African countries from time to time and as determined by management
- Improve on the customer/product base for the identified markets to grow sales
- Familiar with and support company policies and procedures
- Uphold PRH reputation for professionalism, courtesy and ethical behaviour at all times
- Weekly and monthly sales reports
- Expense, weekly and monthly reports are submitted accurately and to deadline

#### **Person specification**

It is essential that the candidate has:

- At least 5 years' experience in Sales, or 2 years' experience in a similarly graded role
- Experience in the Publishing industry advantageous
- Valid driver's license and own transport
- Valid passport

**Prospective Penguins must be**

- Able to display excellent sales and negotiation skills
- An ability to grow customer base and meet targets
- Able to work under pressure and after hours as and when required
- Work in a meticulous and professional manner
- Be able to travel

**Skills and Knowledge required**

- Strong project management skills
- Good working knowledge in Microsoft Excel, Word, PowerPoint and Outlook
- Analytical skills
- Strong verbal and written communication skills

**Company Culture & Environment**

- Our employees are all intelligent, dynamic, fun-loving, customer-focused and problem-solvers, with the shared aim to be the best in the industry
- We are book lovers and love sharing this passion with others
- We offer an open and all-inclusive culture championing equity and diversity
- Our company is a supportive environment, particularly with a focus on the development of Psychological Safety within a post-pandemic context
- We believe in leadership through transparency and the recognition of performance excellence
- We focus on fostering employee development through the tenets of creativity, entrepreneurship, and empowerment

If you meet the above criteria and have what it takes to become the newest member of our team, 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:** 12 October 2022

**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.