



Penguin  
Random House  
South Africa

**Position:** Sales Representative  
**Report to:** National Sales Manager  
**Division:** Sales  
**Location:** Midrand

Penguin Random House is looking for a dynamic, target-driven Sales Representative to maximise sales and market share for the company in the Gauteng area. Key attributes for this market will be bilingualism and fluency in both Afrikaans and English.

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**

- Timeous monthly subscriptions to the book trade.
- Stock checks on a regular basis to ensure that bookshops are always well-stocked with Penguin Random House S.A. titles.
- Attending to customer queries and ensuring ongoing customer satisfaction through solid relationship building.
- Telephonic and/or online subscriptions to customers outside the area of operations, where necessary.
- Paying attention to market trends both in-store and online to ensure we are attentive to the industry as a whole
- Practically assisting the Marketing division with book launches, author tours and promotions, as and when required.
- Taking visitors from abroad on tours of bookshops when required.
- Submission of monthly sales reports as well as a yearly round-up of the progress in your region.
- Updating and maintaining your region's Customer List.
- Occasional delivery of POS to stores in your region.
- Maintaining and implementing visibility of our POS in-store.
- Conducting presentations at various events in the industry including coffee mornings, central subscription meetings and possibly trade and media events.
- Participating in a product management/ mentorship programme outside of your usual job profile with the intention of growing and expanding your responsibility within the company

#### **The ideal candidate has**

- Experience in the South African book trade or publishing industry
- Matric qualification
- Tertiary qualification (not an essential requirement)
- Valid driver's license and own transport. Able to travel occasionally every 2 – 3 months

### **Prospective Penguins must have the following skills**

- Excellent communication skills
- Excellent customer relationship/ social skills
- Excellent writing and speaking skills in both Afrikaans and English
- The ability to work well under pressure and meet tight deadlines
- Must be highly organised and disciplined
- Have a strong sense of optimism and motivation
- Creative problem-solving skills, out-of-the-box thinking
- Must be able to work independently and without supervision – proactive, takes initiative, self-motivated
- A team player who works well with different personalities toward the goals set out by managers
- Highly professional and has a clear view of the bigger picture
- Willing to and open to constant learning and development

### **Skills and knowledge required**

- Excellent sales and negotiation skills
- High level of proficiency in Microsoft Excel; knowledge of PowerPoint an advantage and Word to a certain degree
- Moderate level of proficiency in Microsoft Word and Outlook
- Budget and report writing skills and some analytical skills to support that

### **Company culture & environment**

- Our employees are all intelligent, dynamic, fun-loving, customer-focused 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:** 13 March 2023

**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.