

## Group Export Sales Assistant

Walker Books, a leading independent children's publisher, is seeking a Group Export Sales Assistant. A key administration role, supporting the Group Export sales team on a day to day basis, and managing own territory. Reporting to the Group Export Sales Manager.

### Key Duties

- Supporting the Group Export sales team administratively on a daily basis, dealing with enquiries and processing orders
- Creating and mailing the export catalogue twice a year in a timely manner, working closely with designers and editors to ensure entries are as complete and accurate as possible
- Organising materials for Frankfurt and London Book Fairs, as well as organising the London Book Fair stand including liaising with company that sets up the stand, producing posters for stand, organising table bookings. Liaising with Foreign Rights as necessary
- Gathering material as required for own sales trips and those of the rest of the team including creating order forms and presentations as needed
- Managing the distribution of material for Export sales team, customers and distributors including AIs, blads, dummies, advances, samples
- Managing own sales territory across Southern & Eastern Europe, working to maximise sales by setting up promotions and marketing initiatives, monitoring customers' sales on a regular basis and negotiating discounts / drop shipment prices
- Developing relationships with existing customers and liaising with them on a regular basis, as well as carrying out market research to source new customers
- Travel to key territories 1-2 times per annum, as required, to meet customers and making all necessary arrangements, as well as attending London and Frankfurt Book Fairs where necessary

### Skills, Knowledge & Experience

- Excellent admin skills
- Excellent working knowledge of Microsoft Office including Excel Level 2 and PowerPoint
- Exceptional organisational, analytical skills and attention to detail
- Excellent communication and interpersonal abilities
- Clear, concise written English
- Sales skills
- Dynamic, proactive and a team player
- Interest in children's books
- Minimum of two A levels