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Career Opportunity

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UNIVERSITY PRESS
SOUTH AFRICA

HE Sales Administrator

Reporting to the Senior Sales Coordinator in Higher Education, this interesting position involves managing the administrative processes that assist the sales team to maximise sales.

The successful applicant will need:

- National Senior Certificate
- 1 year administrative systems experience with exposure to sales
- Stock and Budget Management
- Outstanding organization skills
- Excellent communication and stakeholder management skills
- Experience of project management and event coordination
- Publishing industry experience (advantageous)

If you are systems orientated and have a keen interest for sales, we would like to hear from you.

Remuneration will be commensurate with experience. We offer pension and medical aid benefits, 20 working days' leave, statutory leave, training opportunities and engaging work in a rewarding and ethical environment.

Oxford University Press, an equal opportunity employer, seeks a talented individual to fill this post in its Higher Education Sales Department, based in the Cape Town area. Oxford University Press will consider all applications in terms of its Employment Equity Plan, which acknowledges the need for transformation.

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NOW!**

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Closing date for applications:

20 July 2018

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