



Penguin
Random House
South Africa

Position: Sales Representative
Reporting to: Sales Manager
Department: Sales
Location: Johannesburg
Main purpose: To maximise sales and market share for Penguin Random House South Africa.

Main responsibilities

- Timeous monthly subscriptions to the trade
- Stock checks on a regular basis to ensure that bookshops are always well stocked with Penguin Random House S.A. stock
- Follow-up of customer queries to their satisfaction
- Telephonic subscriptions to customers outside the area of operations, if necessary
- Look for new outlets where Penguin Random House S.A. books can be sold, i.e. finding new customers
- Assist the Marketing division with book launches, author tours and promotions, when required
- Take visitors from abroad on tours of various bookshops take them to meet the trade, when required
- Submission of bi-weekly reports, activity reports and any other reports deemed necessary by the Sales Director
- Regular updates of the Customer List
- Take responsibility for Point-of-Sale (POS) offered on monthly subscription forms and have it allocated to the various stores. Regular follow-ups to ensure it is being utilised
- Presentations to Book Clubs and Bookshop employees
- Attend various book-related meetings when required

Person specification

It is essential that the 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. Travelling to locations will be occasional at every 2 – 3 months per year

Core Competencies required

- Must be able to work well under pressure and meet tight deadlines
- Highly organised and disciplined
- 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
- Excellent verbal and written communication skills
- Excellent customer relationship skills

Skills & Knowledge required

- High level of proficiency in Microsoft Excel and PowerPoint an advantage
- Moderate level of proficiency in Microsoft Word and Outlook
- Budget and report writing skills
- Excellent sales and negotiation skills

Personal Attributes required

- Enthusiastic, dedicated, unflappable, resilient
- Patient and an ability to work with a variety of people
- Love of reading and preparedness to read across a wide range of genres

If you are interested in this position, please send your CV and a covering letter, clearly stating your salary expectations, to

Jason Daniels – applications@penguinrandomhouse.co.za

Closing date: 19 February 2019

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.