

Sales Assistant

Title: Sales Assistant

Reports to: EVP Sales & Marketing

Overview:

This position is intended to provide support to the sales team, with a focus on managing sales materials, events such as trade shows and sales conferences, and administration. Main duties are as follows. Others may be assigned from time to time as appropriate.

Materials coordination

Request Advance Reading Copies, catalogues and other sales materials from client publishers, based on sales and publicity needs, with a focus on identified key titles. Manage in flow of these materials and disseminate to relevant parties. Coordinate materials for gift shows, trade fairs, OLA and sales conferences. Please note this does require some physical labour by way of moving and unpacking boxes of books and catalogues.

Copy and distribute materials to sales representatives, publicists and members of the marketing team, maintaining good records of materials received and distributed.

Handle sales department and rep samples requests. For digital galleys, this includes request tracking and rep support, whitelisting maintenance.

Handle external requests for charitable donations, using surplus samples.

Conference Support

Provide administrative support with rooming lists, menus, communications, purchase orders and follow-up notes for Raincoast sales conference.

For major in-house meetings, ensure that boardroom is set up, that technical systems including Microsoft Teams or other remote conferencing systems are functioning properly, order and set up food, dishes etc. and take notes.

Administration

Maintain departmental calendars for publisher launches and meetings, board room use. Maintain publisher terms and contacts list in shared drive. Maintain customer files.

Minute departmental meetings, such as major sales meeting, publisher phone meetings, sales and marketing planning meetings.

Coordinate and track new account applications with sales, customer service and credit. Distribute list of new accounts to reps for follow-up and track new business from reps for internal/publisher use.

Coordinate 'direct to author' sales, one offs and smaller special sales, and work with the publicity department on events.

Support requests from publishers, sales reps, store accounts, and other Raincoast Sales and Marketing staff.

Handle and track desk copy requests, work on academic and other special markets outreach, coordinate targeted seasonal mailings.

Generate mailing lists as needed.

Co-op

Track and process co-op payments for independent bookstores, libraries, and national accounts, reporting charges back to publishers.

Run and format reports (using our in-house software and Excel) regularly on a weekly and monthly basis, and one-offs as required for specific publisher and rep meetings.

Required Skills

- Organization of both physical materials and digital files
- Knowledge and comfort in working with Microsoft Excel and other related programs
- Strong, effective communication skills – written and verbal
- Ability to lift and move boxes of books

**** Please send resumes by Thursday March 12 to pete@raincoast.com and terri@raincoast.com**