

PUBLISHER RELATIONS/ITEM FILE ASSISTANT

Employment Requirements:

Education: High school diploma or higher

Experience: Administrative experience

Knowledge: Company practices and procedures
Ability to function in and learn publisher relations, redemption center and item file procedures

Skills: Basic computer skills
Attention to detail
Personnel Test score of 16 or above
Excellent written and verbal communication skills
Above average typing skills
Spreadsheet experience helpful

Hours: 7:30 to 4:30 Monday thru Friday (Schedule may vary depending on need)
Overtime (Occasionally as department needs require)
Candidate may be required to work year round

Environmental Considerations: Work is performed in an office setting with normal temperature and environmental variations.

Physical Requirements: Standing, walking and/or sitting all day. Schedule may include periods of high stress and candidate must be able to handle responsibilities with little supervision. Employee must be able to make sound business decisions with the ability to handle a moderate to heavy workload. Above average attendance is expected.

General Job Description:

Under minimal supervision the employee performs duties that facilitate the operation of position of Publisher Relations/Item File Assistant on a day to day basis functioning competently in an office environment. Employee will assist in yearly magazine contracts including gathering authorizations to updates, changes and setting up of new item file numbers. Will be responsible for researching books that are offered by vendor and confirming & collecting Accelerated Reader information. Will set up new item numbers for products and books. Daily maintenance of the item file to update inventory levels. Will be proofing brochures and websites. Will be communicating with publishers and vendors so must have excellent verbal and written communication skills.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. The Publisher Relations Assistant will follow any other instructions and perform any other related duties as may be required by their supervisor.

Apply at ReadingforEducation.com