



De Gruyter publishes first-class scholarship and has done so for more than 270 years. An international, independent publisher headquartered in Berlin -- and with further offices in Boston, Beijing, Basel, Vienna, Warsaw and Munich -- it publishes over 1,300 new book titles each year and more than 900 journals in the humanities, social sciences, medicine, mathematics, engineering, computer sciences, natural sciences, and law. The publishing house also offers a wide range of digital media, including open access journals and books.

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## BOOK SALES MANAGER (F/M/D)

In this role, you will be responsible for general sales strategy to ensure timely and accurate delivery of metadata, maximize sales revenue, and grow business in all sectors: retail, wholesale, and digital.

### YOUR TASKS

- Generating sales from strategic accounts in all sectors: retail, wholesale, electronic, and direct-to-consumer.
- Setting up account management procedures and routines, customer segmentation
- Reporting and analysis, building understanding of supply chains and market functioning, customer behavior
- Terms negotiations, maintaining and optimizing trading terms: competitive vs profitable.
- Working with publicists and marketing to generate coverage and visibility for key titles.
- Presenting forthcoming titles to national wholesale and retail accounts, maintaining close contact with key accounts, and creating an annual schedule of outreach to key accounts.
- Planning and supporting author tours and in-store events.
- Managing sales rep groups and distributors, providing sales presentations as needed.
- Providing input on price and print run decisions by researching and supplying project-specific sales analysis for individual titles prior to launch and up to book publication.
- Monitoring existing inventory level of front list and backlist titles and initiating reprints as necessary with the Operations team in Boston.
- Immediately managing urgent issues relating to metadata feeds, distribution center queries, sales requests, website outages, and complaints or problems between customers and De Gruyter's distribution center.
- Visit existing and prospective business partners
- Attend industry fairs and events

### YOUR PROFILE

- Bachelor's degree in humanities or social sciences, marketing, public relations, publishing, English, journalism, communications, or in a relevant pre-professional program
- 2 – 3 years of marketing and sales experience in book publishing, preferably with a university press.
- A proven command of technological literacy.
- Familiarity with database and metadata management.
- Success in book marketing, communications, digital and social media marketing. Superior organizational and project management skills, including an ability to plan for and manage multiple priorities and meet deadlines.
- Proven trade book sales experience, ideally managing wholesaler and high street book retail accounts
- Strong communication skills, happy to undertake presentations and sales pitches
- A good knowledge of book retailers and awareness of trends
- An adaptable and flexible approach and ability to thrive in a dynamic business environment
- The ability to build and manage relationships and opportunities
- Coordinating and liaising across multiple departments including editorial, marketing, and accounts
- The ability to work within a busy and fast-paced environment
- Strong communication (oral and written) skills. Demonstrated focus on sales and customer satisfaction.
- Ability to work cooperatively and effectively with a broad range of people.
- Understands and values a commitment to diversity, equity, and inclusion

- Performing other duties as deemed necessary and appropriate to increase book sales nationally.

## WE OFFER YOU

- An exciting professional challenge for one of the innovation drivers of the publishing industry
- Extensive benefits for a healthy, balanced life and work
- Time and space for curiosity, learning and development
- Passionate colleagues in diverse teams

At De Gruyter, we believe in diversity and are committed to equal employment opportunities for everyone. It is our shared goal to create a workplace culture centered around inclusion and belonging.

APPLY NOW

| Human Resources  
Phone: 832-316-9428 `job.contactRecruiterAccess.user.phone }}`

