



De Gruyter Brill is a global leader in scholarly publishing in the humanities and beyond. Combining a rich heritage dating back to 1683 with a forward-looking mindset, our mission is to publish and curate indispensable research that breaks boundaries, builds new bonds, and shapes a better future. Join our diverse and passionate team of over 600 colleagues around the world – and help us shape the future of scholarly communications.

For more information, visit [**degruyterbrill.com**](https://degruyterbrill.com).

Associate Sales Support DACH M/W/D

Berlin | Full Time | August 24

As an Associate Sales Support for the DACH region within our Global Channel Sales team, you will provide essential back-office support and ensure the smooth execution of key sales processes for our Bookselling team. You will also manage a portfolio of selected bookselling accounts and provide outstanding customer service. In this role, you will report directly to the Head of Sales DACH, Global Channel Sales.

This is a 17-month fixed-term position covering parental leave, from August 24, 2026 to January 31, 2028.

Your tasks

- Support the Sales Manager in all aspects of managing our bookselling customers.
Manage a portfolio of selected bookselling accounts.
- Provide excellent customer service by handling customer inquiries, preparing quotations, processing orders, and resolving customer complaints.
- Prepare and develop product information, presentation materials, and seasonal catalogues to support customer meetings and sales activities.

Your profile

- Completed vocational training in publishing or bookselling, or a bachelor's degree (or equivalent).
- At least two years of experience in sales support, sales, or customer service within a publishing environment. Experience with the processes of an academic publisher is an advantage.
- Strong customer focus and a service-oriented mindset.
- Excellent communication and interpersonal skills, with a confident and professional approach to internal and external stakeholders.

- Assist with the planning and coordination of internal and external events.
- Support market analysis by preparing sales reports and revenue statistics.
- Work closely with external service providers, distribution partners, and internal stakeholders to ensure smooth collaboration.
- Maintain accurate customer and billing data in our CRM systems.
- A structured, proactive, and independent approach to work, combined with strong organizational skills.
- Excellent Microsoft Office skills; experience with KuP publishing software and Salesforce is desirable.
- Experience with SAP is an advantage.
- Fluent German and very good written and spoken English.

We offer you

- An exciting professional challenge for one of the innovation drivers of the publishing industry
- Family-friendly working time models, flexitime, and flexible home office arrangements to support a healthy work-life balance, alongside a substantial vacation allowance and additional special leave days
- Extensive benefits and allowances for a healthy, balanced life
- Development budget and opportunities for training and personal development
- Passionate colleagues in diverse, international teams; joint team events and company parties

At De Gruyter Brill, we are dedicated to diversity, equal opportunity, and building an inclusive culture where everyone belongs. We believe in individual potential, so please apply even if you don't meet every requirement—passion and a willingness to learn matter as much as qualifications. We look forward to hearing from you!

Vontavia Smith
People + Culture
(+1)857-303-0165

Apply Now!

