



# becker&mayer! LLC

## Job Announcement

**Job Title:** International Sales Assistant

**FLSA:** Full-time, Exempt

**Open Until Filled**

**To Apply:** Send resume and cover letter to [jobs@beckermayer.com](mailto:jobs@beckermayer.com)

### Company Overview:

becker&mayer! is one of the largest book producers in the United States, producing both Juvenile and Adult books. We are the recognized leader in creating and manufacturing original juvenile products in the "book-plus" category, incorporating plastics, electronics, and other materials for truly unique results. Our clients include Disney, Scholastic Book Clubs, Scholastic Book Fairs, and Silver Dolphin. In addition, becker&mayer! publishes SmartLab and ArtLab, our own brand dedicated to innovative formats and hands-on learning in the areas of science, art, and education. Our adult titles span a wide array of non-fiction topics and are published under our clients' names, which include Chronicle Books, HarperCollins, Random House, and Simon & Schuster, among others. Many of these books are produced under license with companies or individuals such as David McCullough, Bob Dylan, Tupac Shakur, Arnold Palmer, Marvel, NASCAR, and Lucasfilm Ltd.

### Job Summary:

The International Sales Assistant supports the Group Manager and Foreign Sales Team on all foreign sales efforts, along with responsibility for all aspects of sales to assigned foreign accounts, including meeting or exceeding budgets, client communications, and coordinating logistics and production.

### Key Responsibilities and Duties:

- Manage and track the foreign sample send out process, from mockup coordination to shipping finished copies
- Work with Foreign Sales, Adult and Juvenile groups to determine then track proposal materials for all titles
- Track paper cutoff and FOB dates on upcoming Adult, Juvenile and Foreign projects, update FOB reference sheet and create calendars of dates for foreign publishers
- Update client information and enter new contacts into database
- Update sales tracking reports with weekly updates to Foreign Sales Team
- Coordinate all International Trade Shows for Foreign Sales Team, including booth logistics, travel arrangements, meeting schedules, binder preparation and sample inventory
- Coordinate post trade show and follow-up for foreign sales group
- Assist in the secondary selling of b&m! books to all international Publishers, Book Clubs, and Book Fairs (except Scholastic Clubs and Fairs) as assigned
- Act as the primary contact and take ownership and responsibility for account management as assigned
- Contribute to Foreign Group sales, in an effort to meet or exceed annual budgets
- Assist in creation of annual budgets for Foreign Group
- Obtain information and coordinate launch meetings for foreign rights titles as directed
- Assist in creation and development of the Foreign Rights Catalogue
- Participate in product development discussions and communicate customer preferences to product teams, as appropriate
- Attend Adult and Juvenile new titles meetings to actively participate in originating and refining new ideas
- Attend international foreign trade shows as appropriate
- Additional duties and responsibilities as assigned

**Key Knowledge, Skills and Abilities:**

- Proven customer service skills and communication via phone, email and letters
- Ability to prioritize as well as streamline daily work through strong task management in a fast paced environment
- Enthusiasm and proven ability to build relationships with customers, outside sales representatives, vendors and internal employees
- Willingness and ability to travel internationally as appropriate
- Ability to communicate professionally with customers and internal management at all levels
- Ability to compile and evaluate financial information
- Willingness to contribute on all levels as a member of the sales team
- Outstanding organizational skills and attention to detail
- Computer proficient including Mac's and MS Suite

**Experience & Education Requirements:**

- BA or BS Degree desired
- 0 – 1 year prior publishing sales experience, or related
- Excellent analytical skills
- Proven ability to successfully manage both external and internal relationships

**Supervisory Responsibilities:**

None

**Travel Required:**

15% or less

**Work Environment and Physical Demands:**

The work environment and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the ability to work with standard computer equipment such as keyboards, monitors, and personal computers. It also requires the ability to lift a maximum of 25 pounds and the ability to stand for extended periods of time.

The working environment will include general office environment where there is no physical discomfort due to temperature, dust, noise and the like.

**Expectations:**

becker&mayer! expects employees to function as a team, communicate openly, be proactive, and treat colleagues with respect and professionalism.

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by employees in this classification and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.