**Position: Sales and Marketing Assistant**

**Location:** **New York, NY**

The Sales and Marketing Assistant position will provide sales and marketing assistance within the Perseus Books Group Sales Department

**Sales**

-Assist two national accounts managers with preparation for sales calls. This involves preparing buy reports, excel grids, and gathering and assembling other materials

-Enter all coop commitments into Titlewave database

-Help maintain Bookroom and distribute materials

-Help with presales meetings as needed

-General administrative help as needed

**Marketing**

-Participate in design and coordination of five print catalogs annually

-Update online systems with book descriptions, author bios, reviews, and book jackets weekly

-Assist with planning of two annual Sales Conferences and BookExpo America

-Provide sales with updates on status/alterations of not yet published titles

-Along with the Group Marketing Manager, manage Perseus Instagram and Twitter accounts

- Provide general support for group marketing department

**Qualifications:**

-Strong organizational skills, attention to detail, and excellent communication skills required

-Must be adept at time management as this job requires handling requests from a number of managers

-Proficiency on Microsoft Office Suite, including Word, Excel, and PowerPoint

-Proficiency in Photoshop and InDesign are helpful, but not required

**We offer a comprehensive benefits package that includes:**
- Medical, Dental and Vision - 401(k)
- Life and AD&D - Flexible Spending Accounts

**Perseus Books Group**

The Perseus Books Group is an independent company committed to enabling independent book publishers to reach their potential, whether those publishers are Perseus-owned, joint ventures or owned by third parties. Perseus publishing imprints include Avalon Travel, Basic Books, Basic Civitas, Da Capo Press, Da Capo Lifelong Books, PublicAffairs, Running Press, Seal Press, and Westview Press, as well as partnerships with The Daily Beast, the Nation Institute, and The Weinstein Company.

**Special Instructions:**

If interested in this opportunity please submit Cover Letter and Resume to hr@perseusbooks.com

*Perseus Books Group is proud to be an Equal Opportunity Employer*