

Yale University Press London - Receptionist & Editorial Assistant

£ Competitive London

Yale University Press London requires a Receptionist & Editorial Assistant to manage our busy reception and provide administrative assistance to Editors.

Job Title: Receptionist and Editorial Assistant

Department: Administration

Reporting to: Head of People & Office Operations and Assigned Editors

Permanent Contract

Full Time – 37.5 hours per week

About Us:

Originally founded in New Haven, Connecticut, in 1908, Yale University Press publishes serious non-fiction that furthers scholarly investigation, stimulates public debate and enhances cultural life. It is unique in being the only American university press with a full-scale publishing operation in Europe: Yale University Press London has offices in Bloomsbury and produces internationally renowned, distinguished art and general non-fiction books. Our diverse and prize winning list includes, Richard Holloway, Clive James, Yasmin Khan, A.C. Grayling, David Rieff, Amanda Vickery, Julian Baggini, Geoffrey Parker, Terry Eagleton and Zeynep Tufekci.

Equal Opportunities:

Yale University Press London is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age. We value and seek diversity.

Job Profile:

Reception Duties

- To act as the professional, public interface for Yale University Press London
- Meeting and greeting visitors and deliveries
- Processing the incoming and outgoing daily UK and International post
- Handling telephone enquiries from the public and customers
- Maintaining an overview of staff movements in and out of the building via the Leave Grid
- Downloading and forwarding e-mails from the website
- Booking couriers
- Maintaining electronic appointment diaries
- Managing the withdrawal and return of books from the Library
- Tidying and maintaining the Reception area
- Providing general administrative and clerical support as required
- Other duties as required.

Editorial Trade & Academic

- To provide administrative assistance to two Senior Editors
- To administer the contracts process for books acquired and tracking payment of advances and readers fees

- Assisting with the preparation of sales figures for AP proposals and compilation of AP packets
- Administering peer review of proposals and manuscripts
- Maintaining TMM database with accurate author and title information for forthcoming books, and assisting with creation of Title Information Sheets (inputting copy, sales figures and imputing citations onto TMM).
- Updating author status database spreadsheet with tracking contract status, advance payments and puffer copies,
- Updating title schedule spreadsheet with delivery schedule for each title and projected production state date.
- Logging and filing unsolicited manuscripts and writing rejection letters
- Author, Marketing and Book Research for new projects and initiatives
- Identifying Endorsers/Puffers and sending out complimentary copies of books
- Submitting CIP applications to the US Library of Congress
- Creating Title Files and Selling-In Sheets if required
- Writing Marketing copy as required
- Sundry administrative duties if required

Personal Specification

Essential:

- Verbal and written communication skills
- Professional personal presentation
- Customer service orientation
- Stress tolerance & assertiveness
- Proven ability to multitask and adhere to time-sensitive schedules
- Excellent attention to detail and high standard of written and spoken English
- Ability to use and manipulate databases
- IT proficiency (Word, Acrobat and Excel)
- Excellent interpersonal and team working skills, with a willingness to work flexibly across all levels of the organisation
- An enthusiastic and willing approach

Desirable:

- Good general standard of education
- Previous experience of administrative, clerical and editorial procedures
- Good keyboard skills
- Previous experience of, or a keen interest in Publishing

The Location:

The role will be based at our offices on Bedford Square in Bloomsbury WC1, with convenient access to the Northern and Central lines as well as many bus routes.

Please send your CV and supporting covering letter (including availability, notice period details and current salary) to:

Robert Owen (Head of People & Office Operations): robert.owen@yaleup.co.uk

Closing date: Friday 17th August 2018 at 5pm