 Broadview Press is Hiring for Two Positions: Inside Sales Representative and Inside Sales Coordinator

Broadview Press, a higher education textbook publisher, is hiring for two positions based out of our Guelph, Ontario office. The Inside Sales Coordinator is a full time permanent position, and the Inside Sales Representative is a contract position covering the winter semester. The positions begin on January 4th, 2022, and the deadline for applications is November 21st, 2021.

The word “broadview” expresses a good deal of the philosophy behind our company. Our focus is very much on the humanities—especially literature, philosophy, and history—but within these fields we are open to a broad range of academic approaches and political viewpoints. We strive in particular to produce high-quality, pedagogically useful books for higher education classrooms—anthologies, editions, sourcebooks, surveys of particular academic fields and sub-fields, and also course texts for subjects such as composition, business communication, and critical thinking. The company has over 800 titles in print, and currently publishes approximately 30-40 new titles per year. Broadview Press was incorporated in 1985; since then, the company has grown steadily and now employs over 30 people, 7 of whom are based out of the Guelph office.

The primary responsibility of the Inside Sales Team is to promote Broadview’s catalogue of textbooks by email. Inside Sales Representatives contact academics at colleges and universities across North America about the courses they teach and recommend titles for potential adoption. Representatives work closely together under the direction of the Inside Sales Coordinator and the Sales Manager to provide relevant text suggestions, arrange to send complimentary examination copies, and uphold Broadview’s reputation for knowledgeable, quick, and friendly customer service.

**Inside Sales Representative**

Responsibilities Include:

- Research university and college course schedules in an assigned territory, and recommend Broadview titles that are relevant to professors’ courses
- Complete title-specific marketing projects as assigned by the Inside Sales Coordinator, including cleaning up Excel files, finding email addresses, sending emails, and answering professors’ questions
- Arrange to have complimentary examination copies sent in print or digital form in a timely manner
- Support Broadview’s team of travelling representatives with additional tasks as requested

The Ideal Candidate:

- Has a Bachelor’s degree in English or Philosophy (a Master’s Degree is likely to be an asset)
- Has an excellent understanding of the culture and operations of a post-secondary environment
- Can produce a high volume of error-free correspondence, and has excellent written communication skills
- Is able to work quickly and efficiently in both a team and individual environment
• Is not daunted by repetitive tasks
• Is not afraid to ask questions if unsure about the right approach to a problem
• Experience with Microsoft Outlook, Excel, Ablebits, and PDF editing software is an asset

Details Regarding the Position:
• Contract position running from January 4 to May 6, 2022
• Full time, 37.5 hours per week for the length of the contract
• Remuneration will be at the rate of $18.75/hour
• Current Inside Sales Representatives are given the first option to return for future contracts before new job postings are made
• Our office follows COVID precautions, and the building is not accessible to the public
• Training will be provided in-person at the Guelph office; at present the company is experimenting with a hybrid model of work from both the office and the home.

Inside Sales Coordinator

Responsibilities Include:
• The same responsibilities of promoting Broadview titles to instructors via email that an Inside Sales Representative performs, plus the following:
• Coordinate the efforts of the Inside Sales Team, including training new hires, answering the team’s questions, and assigning tasks
• Build relationships with faculty members and develop a good working knowledge of all titles on the Broadview list
• Coordinate the writing and editing of discipline-specific email templates every semester
• Meet with editors and the marketing team to coordinate seasonal promotion of new titles; manage title-specific projects from list-generation through to final results; report on results to Sales Manager and Editorial Team
• Propose new promotional strategies for backlist projects on a regular basis
• Some office coordination duties (ordering supplies, keeping track of IT equipment)
• The successful Inside Sales Coordinator candidate will complete at least one semester of work as an Inside Sales Representative, to give them time to learn the nuances of that position while being trained on the coordination aspects of the role

The Ideal Candidate:
• Has the above skills listed for the Inside Sales Representative
• Has excellent project-management skills
• Has excellent oral communication skills, and is not shy about scheduling and running meetings
• Has experience with training and managing a team
• Is able to manage their own workflow and that of their team independently, but can reprioritize as requested, depending on the needs of the semester

Details Regarding the Position
• Permanent, full time (37.5 hours per week), weekdays, beginning January 4th, 2022
• Salary in the range of $40,000 to $43,000, depending on experience
• Benefits after three months
• Our office follows COVID precautions, and the building is not accessible to the public
• Training will be provided in-person at the Guelph office; at present the company is experimenting with a hybrid model of work from both the office and the home. The Inside Sales Coordinator will not be able to work fully remotely. When engaged in supervising new staff, particularly as the pandemic recedes further, a great deal of in office presence may be required.

Broadview Press embraces diversity and is committed to an inclusive workplace. People who identify as being from communities underrepresented in publishing and academia, including Indigenous peoples, racialized people, people with disabilities, people identifying as LGBTQ, and people from low-income backgrounds are encouraged to apply.

To apply, please send your resume and cover letter to Colby Stolson (cstolson@broadviewpress.com). A cover letter is required. Please indicate which position(s) you are applying for on the cover letter. We will accept applications until November 21st.