Broadview Press, a higher education textbook publisher, is hiring for two (2) Inside Sales Representatives based out of our Guelph, Ontario office. These are contract positions covering the fall and winter semesters. The positions begin on September 6th, 2022, and the deadline for applications is July 17th, 2022.

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, 6 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.

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, and PDF editing software is an asset

Details Regarding the Position:
- These contract positions run from September 6 to November 25, 2022 and January 9 to April 28, 2023 (there is a 6 week break between semesters)
- Full time, 37.5 hours per week for the length of the contract
- Remuneration will be at the rate of $20.25/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
• Successful applicants will be expected to work in-office three (3) days per week; at present, the company is experimenting with a hybrid model of work from both the office and the home

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 Brooke Southgate (bsouthgate@broadviewpress.com). A cover letter is required. We will accept applications until July 17, 2022.