Job Opening at Broadview Press

Broadview Press is a Canadian independent higher education publisher. We specialize in English literature, writing, and philosophy textbooks for undergraduates. We are currently hiring for 1 inside sales representative position.

Inside Publisher’s Representative

Academic book publisher Broadview Press has an opening for an inside publisher’s representative position beginning this September. Excellent written communication skills and a bachelor’s degree in English or Philosophy are required. A master’s degree is likely to be an asset. Publishing experience is not necessary, though it may be an asset. Work will be carried out from the Broadview office in downtown Guelph.

The inside publisher’s representative position primarily involves promoting Broadview titles via email. The representative will research university and college course schedules and recommend books that might be relevant to each instructor’s courses. She or he will also arrange to send examination copies when requested. The successful candidate will have a good understanding of the culture and operations of a post-secondary environment, will be able to produce a high volume of error-free correspondence, and will uphold Broadview’s reputation for excellent customer service. The contract position will run for 11 weeks in the fall (from September 3 to November 15), there will be a break during the slower weeks in-between academic semesters, and the contract will resume for 17 weeks in the winter (from 6 January 2020 through May 1). The position is full time (37.5 hours per week); remuneration will be at the rate of $18 per hour.

To apply please send your resume and cover letter to Inside Sales Coordinator Erich Mulhall (emulhall@broadviewpress.com). Applications will be accepted until August 2, 2019, with interviews to take place between August 5 and 9.