



Job Title: Sales Assistant, B&N, Indie Bookstores, Ingram, BAM

Reports To: National Account Manager & Executive Director of Independent Retail

Summary:

The Walker Books Group, one of the world's leading publishers of books and content for young readers, seeks a Sales Assistant to support one National Account Manager and one Executive Director in the day-to-day management of four distinct retail sales channels (Barnes & Noble, Books-A-Million, Independent Bookstores, and Ingram). The Sales Assistant will be responsible for supporting a variety of tasks across this focused sales team, and departmental efforts. The candidate should be an enthusiastic and driven individual who is an analytical thinker with a keen eye for detail. A background in publishing or bookselling with a passion for children's books is a plus.

Responsibilities will include but not be limited to the following:

- Assisting with account submissions and meetings including Excel Spreadsheets and PowerPoint presentations
- Assisting with data entry and maintaining data integrity related to account sell-in and systems
- Creating and customizing Edelweiss collections
- Running, tracking, and maintaining daily and weekly sales and seasonal reports from a variety of systems
- Assisting with competitive market research in identifying and tracking titles and trends
- Mailing samples and materials to accounts
- Processing coop advertising claims
- Addressing operational issues -track shipments for accounts and monitor the progress of orders
- Assisting with other departmental and support tasks as requested

Requirements:

A professional and poised demeanor along with the ability to perform efficiently under pressure and work in a fast-paced environment comfortably is required. A strong sense of prioritization, attention to detail and great communication skills along with excellent typing, spelling, grammar, and punctuation skills are also required. MS Excel, MS Word, MS PowerPoint, and other computer programming knowledge is necessary. A love of children's books is a plus.

This is a full-time position based in Somerville, MA with the option for hybrid work. A comprehensive benefits package is offered including medical, dental, life and disability insurance; flex spending and 401k plans, voluntary benefits, generous paid time off and much more! If you wish to be considered for this opportunity, please forward a resume and cover letter to us-careers@walkerbooksgroup.com.

All children deserve to see themselves, their families, and their communities represented in the books they read. As children's book publishers, it is our goal to ensure that the books and content we publish authentically and joyfully reflect the world around us. As an employer, we are committed to creating and maintaining a supportive working environment where everyone is included, valued, and empowered to do their best and most creative work. As an equal opportunities employer, we welcome candidates from all backgrounds without regard to race, ethnicity, gender identity, sexual orientation, age, disability, religion, sex, or any other characteristic protected by law and those not yet protected by law.

To Apply: submit a resume and cover letter via e-mail to us-careers@walkerbooksgroup.com, referencing "**Sales Assistant.**"