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 Boston  Full-time  ab sofort

SALES OPERATIONS ASSOCIATE (F/M/D)

Our Sales Operations team is looking for a dedicated member to professionally & energetically support the US team. If you are a motivated, detail-oriented individual looking for an exciting opportunity, keep reading. This is a permanent role based in Boston.

YOUR TASKS

- Work with remote Sales Managers to close deals and meet regional sales targets
- Generate invoices for e-book, database and journal archive sales
- Assist with collections and customer licenses
- Offer customer service support
- Report sales figures to US sales team and Berlin-based accounting department as needed
- Monitor status of new domestic book printer
- Provide reporting on production and shipping times
- Assist with book and journal fulfillment management
- Provide office administrative support
- Additional duties as needed

YOUR PROFILE

- Education in Library Science or Publishing, or comparable experience in publishing
- Experience with Microsoft Office Suite (Excel, Outlook, PowerPoint, Word)
- Experience in customer service, accounting or sales support is a plus
- Experience with Quickbooks is a plus
- Detail-oriented and a team player
- Ability to work on dynamic projects
- Ability to multitask
- Excellent communication skills

WE OFFER YOU

- An exciting professional challenge for one of the innovation drivers of the publishing industry
- Family-friendly working time models, flexitime and a flexible home office arrangement for a good work-life balance
- A generous vacation entitlement and special leave days
- Extensive benefits and allowances for a healthy, balanced life
- Development budget and opportunities for training and personal development
- Passionate colleagues in diverse, international teams; joint team events and company parties

At De Gruyter, we believe in diversity and are committed to equal employment opportunities for everyone. It is our shared goal to create a workplace culture centered around inclusion and belonging.

APPLY NOW

