**JOB DESCRIPTION**

*Date: December 20, 2017*
*Job Title: Editorial Assistant*
*FLSA: Non-Exempt*
*Reports To: Publisher/Executive VP the Willamette Group*
*Department: The Willamette Group*

**Job Summary:**

Provides assistance to the VP/Publisher, two Acquisitions Editors and two Senior Editors. Responsibilities include a range of tasks in addition to administrative and clerical duties—from tracking manuscripts through the editorial process to acting as a point person with authors, agents, and various departments within the company.

The ideal candidate is an enthusiastic, industrious, highly organized, detail-oriented college graduate with the ability to work independently. Some publishing related experience is strongly preferred, but equally valuable is an eagerness to learn and hit the ground running. Strong writing, communication, and organizational skills required. Candidate must be proficient in Microsoft Office (Word, Excel, and PowerPoint) and exhibit the ability to multitask and prioritize.

**Essential Job Functions:**

- Heavy scheduling: makes appointments, sends reminders, and follows up.
- Copying, data entry, inputting and formatting Excel spreadsheets, product research, filing, and running reports as needed.
- Places proposals from authors and agents into the acquisitions template.
- Facilitates travel, lodging arrangements, and trip itineraries for members of the Willamette team and authors visiting Harvest House.
- Maintains book files per season, including final transfer of the files to permanent storage. Serves as Document Retention Manager.
- Enters product information in the database.
- Performs printer proof and back cover copy checks.
- Assists in interaction and communication with authors regarding early development of each season’s list, working out schedules, manuscript development details, and author concerns in conjunction with VP/Publisher.
- Manages Cataloging in Publication (CIP) program, including initiating the application for CIP, communicating with the Library of Congress (LCC) CIP coordinator, following up on applications, entering LCC information into database, and finalizing information when CIP process is complete.
- Enters cost estimates as requested and final costs weekly into Gilliland Cost Analysis reports in coordination with Production.
- Maintains book files per season, including final transfer of files to permanent storage.
- Keeps a log of solicited and unsolicited manuscripts for Strategic Opportunities.
- Merges manuscript corrections as assigned.
• Schedules and provides work orders for all proofreading stages. Coordinates and tracks proofreader assignments and invoices.
• Distributes Willamette Group advance copies and orders author/vendor complimentary copies.
• Expedites expenses reports and purchase orders for VP/Publisher, and Acquisition Editors.
• Manages annual Christmas card program list.
• Monitors and manages recycle, trash, paper stock, and kitchen areas.

Core Competencies:

• Strong attention to detail and excellent organizational skills required.
• Must have the ability to multitask in a fast-paced and deadline-driven environment.
• Must be able to maintain professionalism and a positive service attitude at all times.
• Excellent time management skills and ability to prioritize work.
• Ability to juggle multiple projects with superb accuracy.
• Exceptional written and verbal communication skills.

Required:

• Knowledge of office procedures
• Some level of a college degree is preferred
• 3 years’ experience as an Administrative Assistant
• Proficiency in MS Office