POSITION DESCRIPTION

Position Title: Sales and Inventory Coordinator
Organisation Unit: University of Queensland Press
Position Number: 1026095
Type of Employment: Full-time continuing
Classification: Hew Level 5

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment

The University of Queensland Press (UQP) was established in 1948 and is one of Australia’s oldest and most respected publishing houses. UQP enhances the success of the University of Queensland by its innovative philosophy and commitment to producing books of high quality and cultural significance. UQP books and authors have received national and international recognition through literary prizes, rights sales and writers’ festivals. We publish print and e-books across a range of subjects, from literary fiction, general non-fiction and poetry, to children’s and young adult books.

Information about University of Queensland Press may be accessed on the web site at http://www.uqp.uq.edu.au/

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

DUTY STATEMENT

Primary Purpose of Position

To provide administrative sales and inventory support for the timely and widespread availability of UQP titles. This role will work closely with PRH’s sales force and distribution arm to coordinate the location, movement and provision of UQP assets.

Duties

Duties and responsibilities include, but are not limited to:

Sales

- Responding to general sales enquiries and overseeing local, author and web orders to ensure timely and effective customer service.
- Liaising with UQP’s distributor and PRH sales team to ensure up-to-date information on stock and availability.
- Updating and maintaining UQP title information and metadata for PRH and distributor (working across Biblio, IPG, Booknet, Bookmaster, Title Page, Bookscan).
- Generating and circulating regular sales reports.
- Supporting the PRH sales team with direct liaison to booksellers.
- Identifying opportunities to maximise sales of UQP books.
- Assisting the efficient processing of invoice payments for the Marketing department, including generating of requisitions for payment (with UniFi).
Inventory and distribution

- Liaising with local and overseas printers and distributors to ensure timely delivery of UQP books into UBD’s Melbourne warehouse and/or UQP’s on-site stockroom.
- Monitoring warehouse and local stock inventory for effective sales and distribution of UQP books, including annual stocktake.
- Maintaining UQP stockroom to ensure timely invoicing, processing and distribution of direct-to-UQP book sales (including postage, freight and transport).
- Coordinating distribution and despatch of titles from UQP stockroom, with support from the Despatch Clerk.
- Working closely with Marketing, Sales and Publicity team to ensure that front list titles are delivered and despatched in a timely fashion (e.g. mailouts for sales reps and review copies).
- Any other duties as reasonably directed by your supervisor

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the University’s Code of Conduct
- requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
- the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Organisational Relationships

The position reports to the Manager – Marketing, Sales and Publicity.
SELECTION CRITERIA

Essential

- Completion of a relevant degree; or; or an equivalent combination of relevant experience and/or education/training;
- Ability to provide a quality customer-focused service to clients, along with a proven high level of oral and written communication skills.
- Demonstrated customer service experience in a retail environment, and/or experience in book sales or stock management environment.
- Demonstrable ability to conduct efficient administration duties with attention to detail, flexibility and commitment to achieving deadlines with minimal supervision. Confident use of MS Office and publishing software and systems such as Booknet, Bookmaster or Biblio.

Desirable

- Passion for books and reading.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

This role is a full-time position; however flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to central-hr-advisory@uq.edu.au