



INFORMATION PACKAGE

Job Title: Publishing Assistant

Edvantage Press is seeking an energetic, highly motivated publishing assistant to provide part-time administrative support for the Director of Publishing while working independently from a home office. Major responsibilities include assisting with project management, managing schedules and tracking budgets, creating and maintaining a variety of department records including online databases, and liaising with project managers, editors and authors. This is a part-time position with a dynamic company. Hours are 8:00 a.m. to 12:00 noon, Monday - Thursday (16 hours per week).

Candidates must have a minimum of 4 years senior secretarial experience and possess outstanding communication, interpersonal, computer, and administrative skills.

Please submit your application, including resume and covering letter to:

Judy Turner
Group Services Manager
Edvantage Press Ltd.

By email:
judy@edvantagepress.com

By fax:
1-866-275-0564

Please address all enquiries regarding this position to judy@edvantagepress.com .

Applications will be accepted up until 4:00 p.m. January 30, 2009.

We thank all applicants for their interest: however, only shortlisted applicants will be contacted.



JOB DESCRIPTION

Job Title: Publishing Assistant

Reports to: Director of Publishing

1. Purpose of the Job

The Publishing Assistant helps the Director of Publishing carry out the responsibilities of the publishing division of Edvantage Press by providing administrative support, including preparing correspondence, maintaining records, managing and tracking schedules, and carrying out other duties.

2. Primary Responsibilities

- Assists Director of Publishing and project managers with project management, including monitoring schedules and reporting progress and distributing print and electronic resources required for the projects
- Assists with compilation of project reports, quarterly department reports and annual work plan for Publishing Division
- Manages and maintains database of information regarding contracted editors, writers and reviewers
- Composes correspondence; signs when authorized
- Tracks department budget and keeps account information up to date
- Prepares and submits expense submissions for Director of Publishing, prepares VISA statement for authorization and payment
- Reviews and authorizes invoices from contracted authors, editors, reviewers and project managers
- Coordinates travel arrangements for Director of Publishing and contractors as requested
- Coordinates meetings and maintains calendar for the Director of Publishing
- Provides recommendations on administrative issues
- Maintains print and electronic files for the Publishing Division
- Orders equipment, software, hardware and supplies for the Publishing Department
- Maintains computer back ups
- Performs other assigned duties that are within the area of knowledge and skills required by the job description

3. Secondary Responsibilities

- Assists in quality control of materials produced by Publishing Division
 - Manages administration of the document review process — sends materials for review and for return within project timelines, requests payment for reviewers
 - Creates curriculum correlation charts for Edvantage Press textbooks
 - Creates complex documents and templates including company guidebooks for authors and reviewers
 - Maintains catalogue of reference material and distributes materials out as requested
 - Maintains online database for electronic images, including tracking of copyrighted images, and makes available to Edvantage Press employees and contractors
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JOB DESCRIPTION

Job Title: Publishing Assistant

Reports to: Director of Publishing

4. Working Conditions and Environment

- Works independently from a home office
- Meets regularly with the Director of Publishing and is in phone and email contact each working day

5. Minimum Qualifications

- Minimum of four years senior secretarial experience
- Certificate in Office Administration OR equivalent combination of training and experience
- Excellent computer skills: Expert level in Word with a minimum speed of 70 wpm., proficient in Excel and Adobe Acrobat; experience with FileMaker Pro an asset but not essential
- Solid knowledge of office routines, procedures and protocol
- Demonstrated ability to compose effective business correspondence in an efficient manner
- Demonstrated ability to work independently, take initiative and exercise discretion in determining priorities
- Excellent interpersonal and communication skills

6. Salary

- \$15-\$18/hour commensurate with experience
- Benefit package

January 10, 2009
