



JOB DESCRIPTION

Sales Manager

Reporting to the Managing Director

Main Objective

- To develop, increase and manage sales of Pluto books in all formats in the UK, US and international markets

Requirements

- Responsibility for meeting sales targets
- Managing reps and agents targets and performance

Direct Reports

- Sales Assistant

Key Activities

- Achieving sales targets across all territories
- Managing and main liaison for reps, agents, stockists and key accounts
- Developing business and increasing sales with wholesalers, chain, key independents, library supply and other accounts
- Running and co-ordinating key house accounts – non-trade and where Pluto is not represented
- Liaison and maintenance of distribution relationships worldwide, including Marston, CDC and Fusion
- Initiating and developing new business channels
- Monitor sales targets and budget in conjunction with the Finance Manager and MD
- Set and track sales costs budgets
- Setting and maintaining discount levels for titles and for accounts
- Managing returns
- Analysing sales and returns data and reporting these for Management meetings
- Providing timely and accurate sales data to the Finance Manager on a monthly basis
- Initiating and closing bulk deals
- Initiating remainder deals and pulping as necessary
- Working with the editorial and marketing teams to decide on price points, scheduling, initial print runs, splits and reprints
- Attendance and title selection for bookfairs and appropriate conferences
- Planning, preparing and presenting at Sales conferences
- Manage sales and marketing for client publishers
- Line management for the Sales Assistant

Anything else the job may reasonably require