

JOB OPENING

Position: **Publicity Assistant, Revell and Baker Books**
Department: Marketing
Position Type: Regular Full Time, Nonexempt
Location: Baker Publishing Group
6030 E. Fulton Rd.
Ada, MI 49301

About this position:

Baker Publishing Group is accepting applications for the position of Publicity Assistant, Revell and Baker Books. In cooperation with in-house colleagues, the person in this position will assist in all publicity mailings, printing and coordinating press materials, ordering Advance Readers Copies and Books for publicists and support the goals of the publicity and marketing teams. This role will work closely with Publicity and Marketing teams and help the company meet its goals.

Responsibilities:

Characteristic activities include ordering books, ordering ARC's for the team, coordinating the printing of press materials and labels, tracking media hits, working actively with other internal teams as needed, participating in key publishing meetings, and working with outside vendors as needed.

Qualifications:

- One year or more of relevant publishing/marketing/publicity experience preferred
- Proven organizational abilities, follow-through, and project management skills
- Strong verbal and written communication skills
- Keen attention to detail and a proven ability to manage multiple tasks and meet deadlines

Compensation and Benefits:

Commensurate with qualifications and experience. As a full-time position, benefits provided include health, dental, group life insurance, short- and long-term disability insurance, paid time off, 401(k) after three months, and others.

Baker Publishing Group is an Equal Opportunity Employer.