



## **NetGalley seeking part-time enthusiastic, bookish, detail-oriented Sales Assistant**

Are you excited to help build pre-publication buzz for new books? Are you dedicated to excellent customer service? NetGalley is looking for a part-time Sales Assistant to help facilitate client acquisitions, and assist with general customer support and inquiries. Find out more about NetGalley at [www.netgalley.com](http://www.netgalley.com).

**This position reports to NetGalley's International Account Director and has responsibility for responding to sales and support inquiries, and assisting with administrative tasks.**

The ideal candidate has outstanding communication and interpersonal skills; is enthusiastic, professional, extremely organized, and highly detail-oriented; and is adept at prioritization, and juggling multiple tasks. Familiarity with NetGalley is strongly preferred; otherwise candidate must be web-savvy with an understanding of current reading devices (and always willing to learn). A moderate knowledge of the publishing industry and book publicity/marketing is expected, while hands-on experience working in a sales or support capacity in any industry is strongly preferred. The perfect candidate is a motivated self-starter, in addition.

The NetGalley team is virtual, but most of our employees and clients are based in the NYC metro area, so working hours for this position are on East Coast time. **We're looking for someone available to start immediately, and work 20 hours a week (to start, with potential for more hours in the future).**

This position is entry-level and for "doers" only, but provides a lot of potential to try new tasks, contribute your ideas and make your mark.

### **You must be:**

- A friendly and professional people-person
- A big fan of reading digitally and interested in the overall book publishing industry
- Able to write well and quickly, especially pitches and sales hooks
- Comfortable (and successful) at selling the NetGalley service

- Consistent at meeting deadlines within a fast-paced environment
- Able to work and manage your time independently
- Comfortable working with a virtual team

**We'd appreciate:**

- Publishing or other book-industry background or education
- Sales or customer support experience, especially related to books
- Experience using cloud-based project- and client-management services like Smartsheet and Sugar CRM, or similar
- Basic technical skills
- Basic familiarity with the NetGalley site and concept

**Advantages:**

Ability to work remotely from your home office, while gaining invaluable insight into the book publishing industry, specifically fostering client relationships tied to this data- and results-driven market. Plus, you will work with a group of truly amazing and creative people!

**How to apply:**

Please [use this online form](#) to submit your resume, as well as a cover letter (brief introduction and how you fit into the description above). We look forward to hearing from you!

