POSITION LOCATED IN MEXICO.

The OECD is an international organisation based in Paris with some 2000 staff. We are looking for a Sales/Marketing and Editorial Manager, who will, in co-ordination with the Head of the Centre, be in charge of the publishing activities (i.e. marketing, sales, editorial and production) of the OECD Mexico Centre. He/she will mainly be in charge of strengthening the marketing and sales potential of the OECD Centre. His/her functional responsibilities will be carried out under the supervision of the Head of Publications Division of the Public Affairs and Communications Directorate (PAC). He/she will deputise the Head of the Centre in his/her absence.

The job...

1. Develop marketing strategies for Mexico and Latin America (promotion, presentations to universities, publishers and librarians) and design promotional campaigns in close co-operation with the Marketing Unit in PAC in Paris.

2. Expand the list of subscribers to OECD publications specifically in its electronic format. Develop consortia deals where possible.

3. Enlarge the commercial network of distribution in Mexico and Latin America. Increase the number of institutional customers of the Centre.


5. Supervise and monitor the Centre's activities in the following areas: marketing and promotion, order processing/fulfilment/accounts receivable, shipping/receiving/inventory control. Set a programme of work for each of these areas, in order to improve operations.

6. Ensure follow-up for current and prospective subscribers to electronic products and printed periodicals. This includes, in particular, follow-up activities to gain subscription renewals, handling orders, inquiries and complaints, and supplying information.

7. Maximise the use of the marketing and sales tools (such as SourceOECD, the On-line Bookstore, and OECD Direct) that are being developed by the Headquarters.

8. Co-ordinate with the Marketing and Sales Management Units at Headquarters in Paris on marketing and sales analysis, statistics and feedback from clients in Latin American.

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9. In co-ordination with the Editorial Unit and specifically the Rights Management Team in PAC, manage the translation into Spanish and local production of selected OECD publications. Develop a network of partners, above all commercial publishers, to widen the number of titles, distribution and selling of the OECD publications.

10. Develop a strategy to keep the Centre's customers well informed of the Organisation' work.

11. Manage a team of two or three staff members.

**The person we are looking for should have...**

1. A university degree, preferably in business administration or related field.

2. Extensive experience in the marketing, promotion and sale of publications in Mexico and if possible, in Latin America.

3. Strong selling and promotion skills. Excellent communication capabilities.

4. Strong ability to perceive market needs. A good knowledge of the editorial market in Mexico and Latin America would be an advantage.

5. Editorial experience and capacity to manage the process of book translation and production.

6. Proven negotiation skills with external partners and colleagues.

7. Organisational skills, initiative and creativity, excellent customer service skills. Flexibility and proven ability to work under pressure. Proven team management skills.

8. Very good knowledge of Spanish and English. Ability to draft in both languages (Spanish and English). Knowledge of French would be an advantage.

9. Good knowledge of the OECD and its work would be an advantage.

N.B. The appointment may initially be made at the level immediately below if the qualifications and professional experience of the selected applicant correspond to that level; in this case, the duties and responsibilities assigned to the post will be adjusted accordingly.

We are an equal opportunity employer and encourage applications from female candidates.

Applications (in English or French) from nationals of OECD Member countries should quote reference EXD/HRM/VAC(2003)031 and be sent via our on-line application form on www.oecd.org (click on recruitment) by 22nd May 2003.

*Only candidates selected for interview will be contacted.*

*For more information on OECD and our recruitment, please see www.oecd.org*