SALES PROMOTION ASSISTANT (GRADE B4), OECD PUBLICATIONS AND INFORMATION CENTRE IN TOKYO (PUBLICATIONS SERVICE)

Closing date for applications: 31 March 1994

The OECD is an equal opportunity employer and encourages applications from female candidates

Duties

Under the supervision of the Head of the Centre:

1. Assist in establishing the annual marketing plan for electronic publications.

2. Carry out sales promotion activities for electronic publications, such as market research, updating mailing addresses, making telephone and personal calls on potential clients in Japan and in neighbouring countries.
3. Establish and maintain good customer relations according to local practices.

Principal qualifications

1. Good general secondary and, preferably, post secondary education resulting in a diploma in business administration, or equivalent experience.

2. Several years’ commercial experience in the book trade and/or computer and telecommunications industry, particularly in marketing and sales.

3. Salesmanship, initiative and ability to work in a small team.

4. Facility of oral expression in English and Japanese; good drafting ability in English and good knowledge of Japanese.