

ENGLISH

EDITORIAL

SERVICES

English Editorial Services, s.r.o.

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Career opportunity: Business development associate

English Editorial Services, s.r.o. seeks a serious and responsible business development professional with corporate communications experience as well as the knowledge, confidence and presence to represent the company and its services to middle and top managers.

The company:

A unique organization in the Czech Republic, English Editorial Services, s.r.o. provides exceptionally high-quality editorial, translation and business publishing services to Czech and international companies and organizations. Although our clientele is diverse, the majority of sales are generated in the financial services and life sciences sectors. Future plans call for broadening and building the business to provide additional value-added services and manage more comprehensive corporate communications projects.

English Editorial Services offers a seriously professional, collegial and nonsmoking work environment.

As we are committed to accelerating the company's growth, this position represents both a challenge and excellent remuneration potential for the right candidate. The ideal candidate would show potential for eventually becoming a partner in the company.

The job:

Working in the company's Brno office, adjacent to Lužanky Park, the associate will take over a portfolio of existing clients and be expected energetically to seek out and develop relationships with new clients. The job includes aspects of business development, client care, and project management.

The customer relations role will consist in acquiring and accepting client orders, advising clients while determining their needs and those of their projects, scheduling and managing projects in cooperation with other staff, ensuring collection of accounts receivable, and managing all aspects of each client relationship.

In the business development role, the associate will identify and contact new and existing prospects while thinking creatively about how English Editorial Services can assist them in growing their businesses and improving their prominence and reputations. This will involve extensive telephone work and face-to-face meetings with clients and prospects. The candidate should be equally comfortable and capable working in English and in Czech.

The project management role will include aspects of directing more complex projects that involve visual creative, print production, and web publishing. The ideal candidate will understand the communications needs of businesses and professional organizations and how these are met. He or she also will have experience cooperating with sub-suppliers.

This is an excellent opportunity for someone interested to work in an entrepreneurial, English-speaking environment. Compensation includes a base salary as well as substantial commissions potential. Particularly in that English Editorial Services seeks to retain associates interested to grow with the company, all full-time employees become eligible for profit sharing after their first-year anniversary date.

Your message is important.

Your image is precious.

You know what to communicate.

We help you to say it.

The successful candidate will:

- have an outgoing and pleasant personality, as well as be detail-oriented, honest, self-directed and responsible.
- present himself or herself in a professional manner.
- be fluent in English and Czech.
- have completed university studies in a relevant field.
- have previous experience in customer relations, sales, and business communications.
- have an interest and flair for communicating in the written word and visual imagery.
- have strong computer skills (especially MS Word, Excel and PowerPoint, as well as effective use of the internet).
- be able to demonstrate good presentation skills.
- be willing and able independently to use the telephone in daily relationship management and sales.

Contact us:

If you are qualified and interested, please send a full resume and cover letter in English expressing your interest to Gale A. Kirking, Editor-in-Chief, gale@englisheditorialservices.com. For more information, see www.englisheditorialservices.com. Please, no telephone inquiries.