

**PACIFIC PRESS® PUBLISHING ASSOCIATION
JOB DESCRIPTION**

POSITION TITLE: Electronic Marketing Administrative Assistant

REPORTS TO: VP of Sales and Marketing

SUMMARY: Serves as Administrative Assistant in the marketing department as assigned. Responsible for general office and marketing-related support activities; including maintaining records on various ecommerce sites, answering telephones and routing call and messages, and performing a variety of other receptionist and clerical duties for the marketing department.

ESSENTIAL FUNCTIONS OF THE JOB:

- I. Maintain product databases on our e-commerce websites. This includes collecting information from various sources, scanning/tracking down book covers, pricing, in-print and for-sale status, and storing everything in appropriate places on internal systems.
- II. Track incoming products, prepare electronic release spreadsheets, and distribute monthly product releases.
- III. Work with product development and finance staff to order short-run and heritage books weekly.
- IV. Maintain the marketing department library, sample shelving, and new product displays, and coordinate returns of products no longer needed.
- V. Work with VP of Sales and Marketing to release complimentary copies of new products to various lists.
- VI. Maintain database and coordinate mailings for the Ambassador program.
- VII. Monitor and respond to PPPA webmaster emails
- VIII. Maintain ongoing list of current Adventist Book Center Addresses, contact information, and management staff.
- IX. Do data entry and schedule releases of daily electronic devotionals.
- X. Use Advantage financial software for information lookup, running reports, and placing orders.
- XI. Provide assistance and support to the VP of Marketing, Marketing Director, Marketing Director, Electronic Marketing Director, and Director of Trade Sales/Special Projects.
- XII. Coordinate with other marketing department support staff to screen incoming phone calls, forwarding calls and taking messages as needed.
- XIII. Coordinate with other marketing department support staff to make sure projects are completed on a timely basis.
- XIV. Manage multiple projects simultaneously; keeping track of deadlines and competing demands on resources.
- XV. Maintain regular attendance at work and work overtime as required.
- XVI. Comply with Pacific Press employee handbook guidelines.
- XVII. This job description is not intended to be all inclusive; the Electronic Marketing Secretary will also perform other reasonable related business duties assigned by the Director of marketing.

EXPERIENCE: General secretarial and clerical experience required with a working knowledge of Microsoft Word, Microsoft Outlook, and PCs; communication skills, telephone skills, satisfactory knowledge of English grammar and writing skills, professionalism, attention to detail, and ability to keep information confidential. Experience with Microsoft Excel, Bilingual preferred, and the ability to type 60 wpm.

EDUCATION: Two year college degree or the equivalent in work experience.

I acknowledge that I have received a copy of this job description and understand that it is my responsibility to read and understand it. If I have any questions about this job description or my job duties, I understand that I should ask my Supervisor or Vice President. I understand that Pacific Press reserves the right to revise or change job duties and responsibilities as the need arises. I represent that I am qualified to perform these job duties with or without reasonable accommodation. I understand that this job description may be used as a tool to evaluate the performance of my duties. I understand and agree that this job description does not create a contract of employment or change my "at will" employment relationship with Pacific Press.

Acknowledgement

Date