

PRODUCTION ASSISTANT/STOCK CONTROLLER



Hay House Publishers are looking for an organised, motivated Production Assistant/Stock Controller to join their rapidly growing UK office. Hay House specialise in publishing non-fiction, personal development and mind, body, spirit books.

This newly created position will work alongside the Managing Editor and the Design Manager ensuring all workflow deadlines are met with regard to the entire production and stock-control processes. Based in our open-plan West London offices, you will be responsible for the maintenance and inputting of all relevant data into the UK production and stock schedule.

You will have overall responsibility for UK reprints, which will include costing, scheduling and liaising with printers both in the UK and overseas. Working with the Design Manager you will maintain all artwork files held by the art department and be responsible for sending proof jackets to print, to include initial pricing, liaison with printers and repro houses, and the exchange of files.

You will have responsibility for all UK stock management, to include the import and export of Hay House titles to our overseas companies.

The ideal candidate will be able to demonstrate a good track record in the book production process, be highly organised, a good communicator and have Mac and PC skills.

If you are interested in joining our team please forward your CV and covering letter to: Michelle Pilley, Publisher, Hay House Publishers, 292b Kensal Rd, London W10 5BE, or alternatively apply via email to michellepilley@hayhouse.co.uk.

Closing date: **Monday 31st March 2008**