



Date : 01 / 07 / 08  
Job : MAC08/997  
CLIENT : MACMILLAN  
Title : ...  
Size : 133 x 97 mm  
Proof : First



## Sales & Marketing Assistant/Administrator

Macmillan English Campus, the world's leading online ELT publisher and a division of Macmillan Publishers Ltd, is recruiting a Sales & Marketing Assistant/Administrator.

The successful candidate will be well organized, with excellent communication skills and work well as part of a team. English teaching experience and knowledge of a language other than English would be an advantage but is not essential.

The responsibilities of the role will include:

- Front line customer support
- Processing orders and invoicing
- Contract administration
- General office administration

This is an entry level role with exciting and challenging career progression opportunities for the right candidate.

To apply, please send your CV and covering letter (quoting reference number MEC/LON/921), including a short paragraph explaining why you would be an asset to our team, names and contact details of two referees and details of your current salary to: Geetika Munjal at [londonpersonnel@macmillan.co.uk](mailto:londonpersonnel@macmillan.co.uk).

Closing Date: 25th July 2008

All candidates must demonstrate the right to live and work in the UK to be considered for the vacancy.