Description: I:\image001.gif

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Designation** | Assistant/Asso Acquisitions Editor | **Department** | | Editorial |
| **Location** | Noida | **Brand Remit** | | Pearson Education |
| **Reports to** | Managing Editor: USDP | **Current Level / Grade** | |  |
| **Job Purpose** | **To create university products using existing or fresh content with a student centric approach** | | | |
| **Key Accountabilities/Responsibilities** | | | | |
| * **Manage the assigned commissioning program by acquiring new leads and creatively exploiting the existing product basket.** * **Generate and critically evaluate manuscripts from prospective authors.** * **Develop market driven products using peer review, instructor review, student review etc as tools.** * **Develop good awareness about the market dynamics, potential authors and key customers through regular travel and communication.** * **Complete the necessary paperwork related to a project including author contracts, profitability etc** * **To work closely with marketing and sales departments and formulate near and long term strategies, promotion plans & paraphernalia etc for the assigned territory.** * **To coordinate with the editorial, production and design teams to ensure timely production of books.** | | | | |
| **Key KPIs (where relevant)** | | | **Key Relationships** | |
| * **Dealing with authors that have been commissioned or assigned to the editor by the Managing Editor.** * **Responsible along with ME for the timely and error-free publishing of market driven books in the forward programme.** * **Liaising as necessary with production/cover/design/sales & marketing.** * **To travel for soliciting manuscripts and meeting authors and regular follow-ups.** * **Assess/analyze the market in conjunction with Sales team and publish books to fulfil demand** * **Attend seminars and conferences to keep in touch with academics.** | | | * **Editorial Team** * **Marketing Team** * **Production Team** * **Typesetters** * **Proof Readers** * **Design** | |