



**BFC PUBLICATIONS**

## Job Description : Publishing Consultant

## **1. About the company:**

BFC Publications is dedicated to launch First Time Authors – To make their Publishing Journey Short and Smooth. Publishing packages are crafted after Multiple Rounds of Brainstorming, Research and Surveys so they are Best Suited for Authors. The company has a team of highly Energetic and Competent Pros assembled with one trait in common – Love for Books !

Company runs on the highest level of ethics and standard. Rigorous in house trainings and personality development process is an inherent feature of our System.

## **2. Position – Publishing Consultant:**

### **Job Detail:**

The Publishing Consultant shall be **required to make calls to authors** to brief them about the publishing services of the company and its utility.

Publishing Consultant will also be required:

- To learn about **publishing process**, services and publication industry as a whole.
- To **make New Authors understand** different types of Publishing Models and Processes.
- **To resolve** not just the queries Authors present but also the ones they feel unsure to bring up.
- To provide curated publishing package according to authors requirements and **close Deals**.

## **3. Skills Required:**

- **Excellent communication** and interpersonal skills
- Cool-tempered and able to handle rejection
- Outstanding negotiation skills with the ability to resolve issues and address complaints
- Strong sales and convincing skills
- **Basic Computer and MS-office knowledge**

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Address: CP-61, Viraj Khand, Gomti Nagar, Lucknow- 226010

Tel.: +915223514141

Email: [support@bfcpublications.com](mailto:support@bfcpublications.com), Web: [www.bfcpublications.com](http://www.bfcpublications.com)

**4. Company Location:**

**Country-** India

**State-** Uttar Pradesh

**City-** Lucknow

**Address-** CP-61, VirajKhand, Gomti Nagar, Lucknow(UP)-226010

**5. Vacancy Type:** Permanent | Working Model – Hybrid\_WFO + WFH

**6. Package: Fixed:** Rs. 1.2-4.5 lakhs per annum (Negotiable) + **Variable**

**7. Experience:** Min Exp. – 1 year

**8. Qualification:** Graduation

**9. Performance Appraisal:**

The performance will be assessed on the basis of quantitative analysis including closure of leads during the period as well as qualitative analysis including Author Satisfaction, Contribution in Team's Working, adherence to STD (Standard time duration), obedience and professional conduct.

**10. Reporting:**

The Publishing Consultant will report to his/her Unit Head.

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