

## Job Opportunities at Zubaan

Zubaan is a leading independent publishing house based in New Delhi with a strong academic and general list. It was set up in 2003 as an imprint of India's first feminist publishing house, Kali for Women, and continues to publish books on, for, by and about women in South Asia. Alongside our publishing activities, Zubaan functions as a not-for-profit trust handling a variety of research and outreach projects in the areas of gender, feminism and the women's movement.

Zubaan is an equal opportunity employer and is attentive to issues of social exclusion of groups and individuals. It is our constant endeavour to address this in the both content we produce and our hiring policies.

**Current vacancies: 2 (details of both posts below)**

**Procedure:** Applicants should send their resume and a 500-word cover letter, detailing your fitness for the role as well as your interest in working at Zubaan, to [contact@zubaanbooks.com](mailto:contact@zubaanbooks.com) by November 10, 2017. Only shortlisted candidates will be contacted further.

Please put the name of the post you are applying for in the subject line of your email in the format "Application for (post name)".

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### **Coordinator, Sales & Distribution**

**Location:** New Delhi

**Date of joining:** immediate

**Duration:** 2-year contracted position

**Job description:** Executing the supply chain for international and national distribution of Zubaan's products, including liaising with editorial, production and marketing departments. Additionally: managing relationships with key retail partners. This is a mid-level position and will report to the Director.

### **Responsibilities**

- Inventory management for all Zubaan's physical stock
- Managing relationships and supply chain for international distribution
- Managing relationships and supply chain for national distribution
- Supply chain management for Zubaan's ebooks
- Building relationships with key retail partners
- E-retail store management and sales
- Coordinating with departments (editorial, marketing, production & finance) for the same

## **Qualifications**

- Bachelors' degree preferred
- 2+ years' experience in sales & distribution or similar profile, preferably in publishing
- Good computer skills, including MS Office
- Familiarity with inventory management
- Good spoken and written English
- Good spoken Hindi

## **Competencies**

- Effective communication
- Managing budgets and numbers
- Organisational and coordination skills
- Record-keeping skills
- Self-motivated
- Team management and communication skills
- Must love books!

## **Compensation & other job details**

- 3.6 lakh annual salary (deductible)
- Free lunch provided at the office
- Health insurance
- Moderately flexible working hours
- Friendly and open co-workers

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## **Production Editor**

Location: New Delhi

Date of joining: immediate

Duration: 2-year contracted position

Job description: Coordinating and managing all processes for copyedited manuscripts until final delivery of printed books. The employee will work in the editorial department and principally coordinate with editors and the distribution department, but interact with the entire team. This is a mid-level position and will report to the Director.

## **Responsibilities**

- Managing post-copyedit editorial processes for a number of Zubaan titles
- Coordinating print production for all Zubaan titles, and other materials
- Reprint management
- Issuing print approvals
- Managing digital conversions

- Additional responsibilities: coordinating deliveries with distribution and sales; consulting on budgets with production and finance departments.

### **Qualifications**

- 1+ years' proofreading experience (proofreading test will be conducted at the interview)
- Bachelors' degree (MA preferred)
- 2+ years experience of similar roles in book publishing / 3+ years of similar roles in other publishing-adjacent fields,
- Knowledge of MS Office (Adobe CC preferred)
- Excellent written and spoken English
- Good spoken Hindi

### **Competencies**

- Working collaboratively in a team
- Handling details
- Managing multiple schedules/tasks
- Communication skills
- Self-motivation
- Innovation and problem-solving
- Must love books!

### **Compensation & other job details**

- 4.8 lakh annual salary (deductible)
  - Free lunch provided at the office
  - Health insurance provided
  - Moderately flexible working hours
  - Friendly and open co-workers
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