



## Production Controller/Buyer (Book Publishing)

**Role:** Production Controller/ Buyer

**Department:** Production and Operations

**Reports to:** Operations Manager

**Based:** Sweet Cherry Publishing, Units 1-4, Tolwell Road, Beaumont Leys, Leicester, LE4 1BR

### The Role:

In this role, you will be an integral member of Sweet Cherry's growing operations team. You will predominantly be working with the Publisher, Managing Editor, Art Director, Head of Sales and Operations Manager and printers/suppliers to manage the smooth running of our book production process.

### Essential Duties:

- Developing good relationships with suppliers, negotiating with existing suppliers, finding new suppliers and managing supplier timescales
- Managing the production of books being printed in Europe/Far East/India, including costing, file supply/approvals and maintaining schedules
- Maintaining/implementing accurate records and data within the production system
- Sending files for e-book production and sharing them with the e-books team
- Checking plotters from the printer alongside the Art Director and Managing Editor
- Ordering dummies from the printer and support the sales/fairs team with mock-up products
- Writing specs for all new products and finding new formats
- Responsible for managing supplier compliance and ensuring that books are delivered on time
- Travelling to book fairs to maintain printing relationships (if required)
- Assisting the Operations Manager with logistics, shipping, quotes and monitoring shipments
- Liaise with the Operations, Design and Editorial teams to manage workflow and schedules

### Essential Skills and Interests:

- Excellent project management and organisation skills
- Friendliness and approachability



- Strong communication and negotiation skills
- Knowledge and experience of book production with both mono and full-colour printing of children's fiction
- The ability to work with Adobe Acrobat and InDesign and Biblio/Stison (or similar)
- A good understanding of both trade and co-edition printing
- Strong interest in print production and manufacturing
- Ability to work on multiple projects and their different deadlines at the same time
- Experience of product safety is desirable
- Excellent IT skills
- A positive can-do attitude and willingness to learn and adapt quickly

**About Us:** Sweet Cherry Publishing is an independent children's book publisher based in Leicester. We are a small team with a big mission! We believe that all children should have access to great stories and endeavour to break down the barriers which often get in the way of reading. We are proud of our Leicester heritage and work very closely with the local community to increase literacy rates and promote reading for pleasure. We are a positive and fun team with kindness, success and collaboration at the core of our values. We are proud to represent our authors and are passionate about sharing engaging stories with children of all abilities and backgrounds.

**Company Mission Statement:** Bringing great stories within everyone's reach.

**Company Values:** Kindness, Fun, Positivity, Collaboration, Helping Society

**What we offer:**

- Training and Development
- Flexible working hours
- Free onsite parking
- Workplace pension

**Working Hours:** 40 hours per week (flexible) Monday to Friday. Core office hours: 9.30am - 4.30pm. (30 minute or 1 hour lunch unpaid)

**Holiday:** 20 days plus bank holidays

**Starting salary:** Flexible based on experience

**Deadline for applications:** 17.09.2021

**To apply:** please send your CV and covering letter to [recruitment@sweetcherrypublishing.com](mailto:recruitment@sweetcherrypublishing.com)