

Bayard Canada is a leading publisher of youth, religious and senior magazines and books in Canada, reaching millions of readers each year. Bayard sees the printed word as a unifier that encourages children and adolescents to explore and discover the world around them, and which helps adults better understand our changing world. Bayard Canada publishes in English and French, building communities of readers across the country, with a mission to spark imagination and reflection.

Novalis, a division of Bayard, specializes in books, resources and periodicals for the Christian market, drawing from the broad Catholic tradition.

Administrative and Sales Assistant

English Books and Parish Resources

Based in Toronto office of Bayard Canada, this position is directly reporting to National Sales Director, Novalis Periodicals, Books and Parish Resources. The responsibilities include assisting the National Sales Director in organizing and implementing presence et sales conferences, communications with companies, marketing and publicity. Key duties include but are not limited to:

- Maintaining and updating customers lists for assigned parishes, diocesan chancery offices, schools and school boards
- Planning and coordinating selected mail campaigns and follow-up communications with large customers
- Organize the arrangements for trade shows, including trade show and conference booking, travel and preparation of materials
- Coordinate and implement e-mail blasts to various customer lists
- Attend book launches, shows and conferences as assigned
- Managing samples supply and sending of samples as requested
- Be prepared to understand the different markets that Novalis markets to and interact with customers as required
- Administrative duties for the Editorial process
- Other duties as assigned

Requirements / skills required:

- College or university diploma or any other combination that meets the requirements of the position
- Have experience in sales or administration
- knowledge of the Canadian Catholic world and a passion for serving the evangelization mission of the Church
- Master the Office suite, and related software
- Attention to detail
- Communication skills

Starting Date: As soon as possible

Corporate Benefits

- Group Insurance
- Employee Assistance Program
- Tariff Reductions on our products
- Group RRSP
- Hybrid Work Environment
- Remote Recruitment Process

Bayard Canada is an equal opportunity employer and is committed to providing a diverse and inclusive work environment. We offer an excellent benefits program, as well as a safe and collaborative work environment. If you require accommodations during the interview process, we will work with you to meet your needs.

To apply, please send your resumé with a cover letter by July 27, 2022 to jobs@bayardcanada.com with the subject line “Administrative and Sales Assistant”.

We thank all applicants for their interest, however, only those selected for further consideration will be contacted.