



Andrew Nurnberg Associates: Royalties Department vacancy

Jobs Monday, 15th February 2021

Agency seeks organised team worker with a good eye for detail



Andrew Nurnberg Associates is a literary agency based in central London. We represent authors from around the world in the fields of literary and commercial fiction and general non-fiction, as well as children's authors. We are a small, busy office with international links.

We are looking for a new colleague to join our busy royalties department.

The role will involve:

- Entering and processing payments via Bradbury Phillips
- Assisting with tax documents
- Monitoring outstanding royalty statements
- Answering publisher and author queries

The ideal candidate will be:

- Proficient in Bradbury Phillips database
- Organised
- Have a good eye for detail
- Able to work well under pressure
- A good team worker

If you would like to apply please send your CV along with a covering letter explaining why you believe you are suitable for the position.

Deadline: Monday 15 February.

Source article: <https://www.bookbrunch.co.uk/page/article-detail/andrew-nurnberg-associates-royalties-department-vacancy>