



Foreign Rights Assistant at Andrew Nurnberg Associates (part-time)

Jobs Wednesday, 15th May 2019

Andrew Nurnberg Associates International is looking for a highly motivated and organised assistant to help liaise with its overseas offices and co-agents in Central & Eastern Europe, Russia, China, Taiwan, Greece, Korea, Japan, Thailand and Indonesia

This position is part-time (two days a week).

The successful candidate will have a genuine interest in foreign rights, a sharp eye for detail and will be confident in managing a high volume of administration work. The role involves supporting one agent with submissions of manuscripts and press, keeping our systems up to date, creating author brochures/editing blurbs and general office administration for the department.

Starting date is ASAP.

If you are interested, please send your CV and covering letter to Sarah Nundy (SNundy@nurnberg.co.uk) by Monday 20 May.

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