

Position: Publishing Associate.

Location: Bangsar South, Kuala Lumpur.

Employment type: Entry-level 6-months fixed-term contract with potential to convert to full-time permanent.

Expected salary range: 2,800-3,200 p.m.

Ideal start date: September 2024.

Akasaa is looking to groom high-potential young talents for our expanding content & publishing practice. As a full-service strategic editorial consultancy, we specialise in crafting and distributing content across a range of conventional and digital platforms.

This position is well-suited for someone with an eye for quality content, is strong in his/her/their general knowledge, and a natural communicator who can position Asian content and perspectives in local and foreign markets.

Read more at www.akasaa.com

Job responsibilities are:

- Receive and process requests for new publications.
- Typeset and standardize manuscripts and assist in setting the technical specifications for the printing/publishing.
- Assist in the analysis and evaluation of markets, competing companies, products, and digital market requirements.
- Coordinate the publication function including design revision, editing, as well as supporting the relationship with authors, publishers, and other service providers to ensure timely delivery and quality of publications.
- Assist in research and data gathering for publication materials.
- Keep abreast of the global best practices in publishing and apply the same within the firm.
- Assist in the classification, indexing and distribution of our publications.
- Coordinate for the printing and shipment of published materials to the clients.
- Assist in the marketing, sale, and distribution of publications.
- Assist in organizing the firm's participation in fairs, seminars, conferences, and related events to represent and showcase our publications and strategic editorial services.
- Coordinate the settlement of payments to vendors and service providers.
- Communicate with local and international distributors for marketing and sale of publications.
- Assist in intellectual property rights management for existing and future publications.

Extra benefits

- We will provide training and certification for successful candidates.
- Clear career pathing.
- Be part of an award-winning team.

Candidates should possess:

- Bachelor's degree in a relevant discipline.
- Minimum 2 years of experience in the publishing field, preferably in an academic/research and/or knowledge products industry.
- Communicate professionally in English (mandatory); Malay (mandatory); Mandarin (preferred).