



A GLOBAL NAME IN PUBLISHING FOR OVER 100 YEARS

AN R.H. Boyd COMPANY

Now Hiring

R.H. Boyd is currently hiring for the following positions located at the Corporate Office in Nashville, TN.

Operations Department Vacancy

Bindery Operator

Marketing Division Vacancies

Sales Representative

Graphic Designer

New Product Development Manager

Business Development Executive

Customer Service Representative

Administration Division Vacancies

Executive Administrative Assistant to the CEO

IT Applications Coordinator

Proof Editor – Special Projects (In House or Remote)

Editor – Special Projects (In House or Remote)

Publications Department Vacancy

Proof Editor

Christian Education Editor

For consideration, please email your resume and salary requirement to rhbpersonnel@rhboyd.com.

No phone calls please.

Thank you!

Bindery Operator

Responsibilities

- To cut raw material and finished product to various size requested.
- To fold, stitch and bind materials as needed.
- To maintain departmental records and files.
- To conduct general maintenance and preventative maintenance of equipment.
- To keep the area hazard free.
- Provide written status reports as requested
- Assist all departments as needed
- Follow all company safety rules and operations regulations

Required Skills and Education

- Experience in a Printing / Publishing bindery environment
- Work experience with common bindery equipment including set-up and service:
 - MBO folders
 - Muller Martini stitcher
 - Polar Cutters and cutting techniques
 - Muller Martini perfect binder
 - Hydromat 3 knife trimmer
- Forklift operation
- Interpersonal skills
- Written and verbal communication skills

Sales Representative

Description

Under the direction of the Marketing Director, the Sales Representative maintains and expands relationships with buyers of Christian and inspirational literature. Assigned to bookstore or church/individual clientele, the Sales Representative is responsible for achieving sales quota and assigned strategic account objectives. The Sales Representative represents the entire range of company products and services to assigned customers, while leading the customer account planning cycle and ensuring assigned customers' needs and expectations are met.

Responsibilities

- Establishes productive, professional relationships with key personnel in assigned customer accounts
- Coordinates the involvement of company personnel, including support, service, and management resources, in order to meet account performance objectives and customers' expectations
- Meets assigned targets for profitable sales volume and strategic objectives in assigned accounts
- Proactively leads a joint company-account planning process that develops mutual performance objectives, financial targets, and critical milestones for a one and three-year period
- Proactively assesses, clarifies, and validates customer needs on an ongoing basis
- Leads solution development efforts that best address customer needs, while coordinating the involvement of all necessary company personnel
- Develop 30/60/90 day and annual sales plans under the direction of the CEO
- Achieves assigned sales quota in designated strategic accounts
- Achieves strategic customer objectives defined by RHB management
- Completes strategic customer account plans that meet company standards
- Maintains high customer satisfaction ratings that meet company standards
- Closely coordinates company executive involvement with customer management.
- Works closely with Customer Service Representatives to ensure customer satisfaction and problem resolution
- Attend National Baptist Congress in June
- Additional duties as assigned

Required Skills and Education

- Bachelor's Degree in Marketing, Advertising, Business or related field from an accredited university
- 2 years of business to business sales, marketing or advertising experience
- Able to make sound decisions and work independently
- Must possess strong interpersonal skills using tact, patience and courtesy
- Must maintain proper, professional attire at all times
- Analytical and problem solving skills with strong attention to detail
- Exceptional verbal and written, internal and external communication skills
- Highly organized and ability to effectively manage priorities
- Must be motivated and able to work with minimal supervision
- Proficient in Microsoft Office, Adobe Suite; preferred SAGE 100 experience
- Proficient in various social media platforms
- Travel required with the ability to travel within 24-hour notice

Graphic Designer

Description

Under the direction of the Marketing Director, this position will design and edit art for our many Christian education materials, advertising, and other projects to be assigned as needed. This position will work with the President and CEO as well as Marketing Director and Graphic Design team, as well as other departments as needed to ensure the best integration of materials and graphics.

Responsibilities

- Prepares work to be accomplished by gathering information and materials
- Plans concept by studying information and materials
- Illustrates concept by designing rough layout of art and copy regarding arrangement, type size and style, and related aesthetic concepts
- Obtains approval of concept by submitting rough layout for approval
- Prepares finished copy and art by operating typesetting, printing, and similar equipment
- Prepares final layout by marking and pasting up finished copy and art
- Completes projects by coordinating with internal teams, art services, printers, etc.
- Maintains technical knowledge by attending design workshops; reviewing professional publications; participating in professional societies
- Managing client proposals from typesetting through to design, print and production
- Working with internal teams, briefing and advising them with regard to design style, format, print production and timescales
- Developing concepts, graphics and layouts for product illustrations, company logos, and websites
- Preparing rough drafts of material based on an agreed creative brief (discussion)
- Reviewing final layouts and suggesting improvements if required
- Ensure deadlines are met and material is printed to the highest quality
- Developing, designing and producing graphic art that satisfies corporate mission
- Meeting tight deadlines and staying within budget

Required Skills and Education

- Proficiency in programs such as Adobe Illustrator, Photoshop InDesign, and CorelDRAW
- Graphic Design Skills, Layout Skills, Creative Services, Customer Focus, Creativity, Flexibility, Attention to Detail, Deadline-Oriented, Desktop Publishing Tools, Acute Vision, Open to Corrective Feedback
- Knowledge of typography, color and production
- Continuous learning to keep skills and industry knowledge current
- Ability and willingness to quickly adapt to new technologies
- Bachelor's Degree from an accredited university in Graphic Design or related field

New Product Development Manager

Description

Under the direction of the CEO/President, the product development associate position is responsible for overseeing product development initiatives for the organization.

Responsibilities

- Grow company revenues by developing new products.
- Manage product process.
- Manages and coordinates product development projects
- Ensure products are safe enough to be placed on shelves and sold.
- Researches and monitors existing client base and industry developments and identifies potential new product opportunities.
- Work closely with engineers to develop prototypes for products.
- Work with vendors to identify issues with incoming products.
- Works with other departments to establish a design, technology, product development, and vendor strategy.
- Advise vendors on best practices and methods to correct issues.
- Participate in quality assurance process.
- Participate in creating, launching, or implementing new products.
- Develop methodology to test and measure products and applications.
- Manage future and existing assigned products, set objectives and report on performance.
- Generate products and services from inception to commercialization for customers.
- Define products and programs.
- Establish milestone and objectives.
- Oversee product development in conjunction with advertising, public relations and all marketing communications to meet product objectives.
- Work with product management team to ensure process is efficient.
- Lead teams in developing and defining business requirements for retention products.
- Define product vision.
- Work with suppliers and regional marketing teams to deliver quality products.
- Ensure revenue and customer satisfaction goals are met.
- Participate in cross-functional teams to execute product development plan.
- Conduct periodic product analysis and optimize as needed.

Required Skills and Education

- Proficiency in programs such as Adobe Illustrator, Photoshop InDesign, and CorelDRAW
- Graphic Design Skills, Layout Skills, Creative Services, Customer Focus, Creativity, Flexibility, Attention to Detail, Deadline-Oriented, Desktop Publishing Tools, Acute Vision, Open to Corrective Feedback
- Knowledge of typography, color and production
- Continuous learning to keep skills and industry knowledge current
- Bachelor's Degree from an accredited university in marketing or related field.

Business Development Executive

Description

The R. H. Boyd Company Business Development Executive (BDE) maintains and expands relationships with buyers of Christian and inspirational literature. Assigned to bookstore or church/individual clientele, the BDE is responsible for achieving sales quota and assigned strategic account objectives, as well as representing the entire range of company products and services to customers. The BDE will lead the customer account planning cycle and ensure assigned customers' needs and expectations are met.

Responsibilities

- Establishes productive, professional relationships with key personnel in assigned customer accounts.
- Coordinates the involvement of company personnel, including support, service, and management resources, in order to meet account performance objectives and customers' expectations.
- Meets assigned targets for profitable sales volume and strategic objectives in assigned accounts
- Proactively leads a joint company-account planning process that develops mutual performance objectives, financial targets, and critical milestones for a one and three-year period.
- Proactively assesses, clarifies, and validates customer needs on an ongoing basis.
- Leads solution development efforts that best address customer needs, while coordinating the involvement of all necessary company personnel.
- Develop 30/60/90 day and annual sales plans with Director of Sales and Marketing
- Achieves assigned sales quota in designated strategic accounts.
- Achieves strategic customer objectives defined by RHB management.
- Completes strategic customer account plans that meet company standards.
- Maintains high customer satisfaction ratings that meet company
- Completes required training and development objectives within the assigned time frame.
- Enlists the support of sales specialists, implementation resources, service resources, and other sales and management resources as needed.
- Closely coordinates company executive involvement with customer management.
- Works closely with Customer Account Representatives to ensure customer satisfaction and problem resolution.
- This position may have support staff assigned to assist with responsibilities for specific customer accounts as well as Additional duties as assigned

Required Skills and Education

- Bachelor's Degree in Marketing, Advertising, Business or related field from an accredited university
- 3 years of business to business sales, marketing and/or advertising experience in related industry (African-American churches)
- Able to make sound decisions and work independently
- Must possess strong interpersonal skills using tact, patience and courtesy
- Must maintain proper, professional attire at all times
- Strong attention to detail and exceptional verbal and written communication skills; internal and external communication skills as well as analytical and problem solving skills
- Highly organized and ability to effectively manage priorities
- Must be motivated and able to work with minimal supervision
- Proficient in Microsoft Office, Adobe Suite; preferred SAGE 100 experience
- Proficient in various social media platforms
- Extensive travel required with the ability to travel within 24-hour notice and Attend National Baptist Congress in June

Customer Service Representative

Description

Under the direction of the Marketing Director, the Customer Service Representative will provide our customers with the best customer experience by assisting them in fulfilling and/or resolving all requests in the most expeditious manner. The candidate's primary objective will be to fulfill customer's orders immediately and accurately.

Responsibilities

- Process orders received in writing, by fax, or internet
- Verify accuracy of all orders keyed
- Send out correspondence relative to file maintenance activities
- Add new customers, churches, bookstores, and individuals to the system
- Attend various meetings and participates in company and designated community activities

Required Skills and Education

- Education- High school diploma or equivalent
- Three (3) years of experience in data entry
- Proven ability to type 45 wpm
- Demonstrated skill in effective communication (verbal and written), problem solving, and basic arithmetic.

Executive Administrative Assistant to the President/CEO

Description

The Assistant to the President/CEO will perform a wide variety of specialized activities and be responsible for administrative support duties for the President/CEO. The Assistant must be highly resourceful, comfortable working in a fast-paced environment, sometimes under pressure, while remaining flexible, proactive, and efficient. The Assistant must have strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a flexible schedule due to travel, deadlines, and/or duties outside of normal business hours.

Responsibilities

- Develop reports in support of monthly and ad hoc meetings
- Update job knowledge by participating in educational opportunities and reading professional publications
- Database management
- Take and transcribe dictation, as well as type, at an acceptable rate of speed
- Operate computer terminal, software systems, and a variety of other office equipment including but not limited to calculators, copiers, scanners, printers, laptops, tablet devices, projectors, etc.
- Keep organized records and take minutes at meetings as directed
- Complete critical aspects of deliverables and special assignments by establishing objectives, determining priorities, managing time, gaining cooperation of others, monitoring progress, problem solving, making adjustments to plans
- Oversee public relations and media outreach correspondence as directed
- Attend all meetings, both on-site and off-site, as directed
- Maintain confidentiality and professionalism at all times
- Assist President/CEO with duties including, but not limited to, financial, HR, and operational matters
- Represent President/CEO by welcoming visitors, arranging meetings, and planning and/or attending other corporate functions; answering communications, answer questions and meeting requests as directed by President/CEO, COO, and Directors
- Experience in arranging travel for executives and special guests
- Attend National Baptist Congress in June
- Additional duties as assigned

Required Skills and Education

- Bachelor's Degree from an accredited college or university
- At least 2 years of experience working in a corporate environment as an Assistant
- Able to make sound decisions and work independently
- Must possess strong interpersonal skills using tact, patience and courtesy
- Must maintain proper, professional attire and grooming at all times
- Clear verbal and written communication skills with staff, customers and other departments
- Analytical and problem solving skills
- Highly organized and ability to effectively manage priorities
- Expert in Microsoft Office, especially Excel and Word
- Proficient in various social media platforms
- Ability to travel within 48-hour notice

IT Applications Coordinator

Description

Under the direction of the IT Manager, provide custom reporting, technical assistance, and training to users concerning software applications (e.g., Office, web, mobile, and Enterprise Resource Planning - Sage), peripherals and related operations, practices and procedures; confer with end users on data needs; serve as technical liaison between technology personnel, end users, and vendors to facilitate development, documentation, testing, implementation, and integration of software applications; analyze solutions and write detailed technical reports and specifications to facilitate recommendations for enhancements, modification, and data requirements; create user manuals; provide technical training; monitor, evaluate, and test new, upgraded, and modified applications; and assist other technical staff in the ongoing maintenance, upgrades of company-wide systems and applications. Reports to IT Manager.

Responsibilities

- Utilize a report writing tool (e.g. Crystal) to develop reports and analytical output based on queries of databases from various sources (i.e., Sage 100 ERP and SQL).
- Prepare and maintain various records and reports related to assigned activities.
- Construct reports on a weekly, monthly, and ad-hoc basis.
- Provide technical assistance and training to users concerning software applications, peripherals and related operations, practices and procedures.
- Serve as technical liaison between end users and vendors to facilitate development, documentation, testing, implementation, and integration of software applications.
- Serve as a technical resource to staff concerning the operation of computer systems, software and related applications; respond to inquiries and provide detailed and technical information concerning related practices, procedures, techniques and malfunctions.
- Assist with developing user documentation standards for software applications; prepare, update and maintain system, user, new technology, software development and implementation manuals, guides, documentation and procedures; maintain library of documentation.
- Communicate and exchange information with staff and outside agencies to resolve issues or concerns.
- Assist in determining training needs for technology users by conferring with staff and administrators regarding computer system usage, enhancements, hardware, software, modifications, requirements, maintenance and staff training issues.
- Install, upgrade, and configure software applications to ensure computer systems are running properly in accordance with compatibility standards and user needs.
- Perform routine maintenance, set up and configuration of assigned application software.
- Install hardware and peripherals as needed.
- Perform routine maintenance on hardware and peripherals.
- Maintain current knowledge of applicable technological advances in computer systems, databases and applications.
- Operate a variety of computers, servers, peripherals and specialized software.
- Attend and participate in various meetings as assigned.
- Perform other related duties as assigned.

Required Skills and Education

- BS or BA in Computer Science or related field, or equivalent technical experience or any combination of education and experience that meets the required equivalent qualifications for this position.
- Minimum three years of experience in report writing, along with, involving the analysis, testing and implementation of software applications.

- Preferred experience working with Sage 100 Enterprise Resource Planning System.
- Preferred experience with Crystal Reports for report writing.
- Experience developing training programs and materials, test plans and related technical documentation.
- Strong oral and written communication skills as well as the ability to explain highly technical concepts to a non-technical audience.
- Approachable and builds rapport with workforce members to enhance business results.

Proof Editor – Special Projects

Description

Under the direction of the CEO, the Proof Editor reads all materials and makes suggested corrections of grammar, style, and theology for special projects. The position verifies all information for accuracy.

Responsibilities

- Reads all material for grammatical and stylistic errors, misspelled words, punctuation, and typographical error, etc.
- Verifies scriptures, listed references, websites, phone numbers, and other sources and information, etc.
- Examines format for consistency, alignment, and appearance
- Other duties as assigned

Required Skills and Education

- B.S. or B.A. degree in English or related field from an accredited institution
- Some knowledge/experience of the Bible or in the local Protestant church
- Two (2) years proofreading experience or any combination of two (2) years education and two (2) years' experience
- Word processing skills, preferably PC and Microsoft Word software knowledge helpful
- Detail-oriented

Proof Editor

Description

Under the direction of the Publications Director, the Proof Editor reads all materials and makes suggested corrections of grammar, style, and theology. The position verifies all information for accuracy.

Responsibilities

- Reads all material for grammatical and stylistic errors, misspelled words, punctuation, and typographical error, etc.
- Verifies scriptures, listed references, websites, phone numbers, and other sources and information, etc.
- Examines format for consistency, alignment, and appearance
- Other duties as assigned

Required Skills and Education

- B.S. or B.A. degree in English or related field from an accredited institution
- Some knowledge/experience of the Bible or in the local Protestant church
- Two (2) years proofreading experience or any combination of two (2) years education and two (2) years' experience
- Word processing skills, preferably PC and Microsoft Word software knowledge helpful
- Detail-oriented

Christian Education Editor

Responsibilities

- Edit and proofread materials for Christian education and curriculum
- Responsible for grammar, sentence structure, folios, topic corrections, and Scriptural references for printed and background texts
- Selects appropriate songs/ hymns for use in curriculum and select pictorial content based on lesson content
- Revise manuscripts and other materials to produce solid theological and grammatically correct documents
- Compose curriculum lessons and other content as needed
- Other duties as assigned

Required Skills and Education

- Bachelor of Science degree in English or related field required from an accredited 4-year college or university
- M.Div. in Theology or related field required from an accredited institution
- 3 years of editorial experience in published Christian education materials required
- Must be proficient in Microsoft Office Suite, Bible Works, Logos, and Adobe Suite
- Must be detail oriented and able to work within tight deadlines