



### **Publishing Licensing Intern**

This candidate will work closely with the VIZ Media Europe Publishing team, learning various aspects of our multimedia marketing business.

### **PRIMARY DUTIES**

- \*to assist before any events or conventions : Japan Expo in July and others
  - \*to track and record book samples
  - \*to send samples to our parent companies in Japan.
  - \*to sample tracking, maintain inventory, purchase samples.
  - \*to order samples from Japanese Publishers
  - \*to take care of logistics: mail, courier, Fedex, etc.
  - \*to help any research for the Publishing team.
- Other duties as assigned

### **MINIMUM ABILITY, SKILL AND KNOWLEDGE REQUIREMENTS**

- Experience/Interest in media publishing, comics industry, marketing and sales.
- Must have basic design skills, including use of scanner and Photoshop
- Must have basic computer office skills including spreadsheet, database, word processing, CD burning, web browsing, etc.
- General knowledge of manga/anime helpful, but extensive knowledge is not needed
- Must have strong organizational skills and pay close attention to detail
- Applicants should live in or commute to Paris.
- Applicants must be able to work legally in France.
- Applicants must speak and write Japanese and English.

