

The Trinitarian Bible Society  
is seeking a part-time  
**Sales & Grants Officer**  
to join our team.



**Trinitarian**  
Bible  
Society

Further details overleaf →

**D**o you feel called to serve God in your working life? Are you a spiritually mature Christian with a commitment to the work of TBS? Do you love the Scriptures and long to see faithful editions distributed among all nations? Do you thrive on serving others? If so, this role could be what you have been praying for.

Our core purpose as a Bible society is the circulation of the Holy Scriptures for the glory of God and the salvation of men. The work of our Sales & Grants Officers is vital to this mission.

A vacancy has arisen for a part-time **Sales & Grants Officer** (equivalent to 2–3 days per week) to work alongside experienced colleagues in the same role in our Operations Department. This is a hybrid role that involves working at William Tyndale House, London, along with some remote working if desired.

TBS Sales & Grants Officers ensure that our customers and grantees receive excellent customer care and that distribution through the sales and grants channels is optimised

#### **KEY DUTIES INCLUDE:**

- communicating with customers about the Society's products
- building relationships with customers and developing an understanding of their needs
- processing orders and applying appropriate discounts, carriage charges, and sales taxes
- dealing with grant applications and requests in accordance with agreed procedures
- ensuring that information in the customer database is accurate and complete
- reaching new customers through targeted marketing activities.

Applicants must have a wholehearted commitment to the aims, beliefs, and ethos of the Trinitarian Bible Society, and a clear sense of vocation for this work. Other key attributes we are looking for include:

- excellent communication skills and computer literacy
- a disciplined, logical, and diligent approach
- effective time management skills
- good problem-solving abilities
- the ability to interact with others in a credible and quietly confident manner
- a patient, cheerful, and sympathetic disposition.

Remuneration will be according to the Society's Pay Structure, taking account of the successful candidate's experience, qualifications, and skills.

## **Find out more**

For an informal discussion or to request a job pack, please contact Alex Artola, the Society's Editorial & Resources Assistant:

+44 20 8543 7857  
a.artola@tbsbibles.org



[tbsbibles.org](http://tbsbibles.org)