



## Circulation Executive

- **Vacancy for:** 1
- **Posted on:** March 12, 2018
- **Deadline:** March 31, 2018, 11:55 p.m.

### Basic Job Information

Job Category : Journalism / Editor / Media  
Job Level : Entry Level  
Employment Type : Full Time  
Job Location : Thapathali, Kathmandu, Nepal  
Offered Salary : Negotiable

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### Job Specification

Education Level : Under Graduate (Bachelor)  
Experience Required : Not Required

### Other Specification

- Bachelor's degree in business management, commerce or any other relevant field
  - Must have 6 months of experiences
  - Good knowledge of the success factors of a National daily publication
  - Strong negotiations, presentation- and communication skills, both verbal and written
  - Good listener, team player, and detail oriented.
  - Strong customer orientation with a pleasant temperament.
  - Strong drive to achieve or exceed results and continuously improve performance
  - Fluent in English and Nepali language
  - Computer skills and proficient in MS-office applications (Word, Excel, PowerPoint)
  - Female candidates are highly preferable
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### Job Description

**Reporting to:** Circulation Manager

#### Job Responsibilities:

Shall particularly ensure the accomplishment of following deliverables:

- Collect the information about retail sales from outside and inside the valley
- Monitor the sales and subscription delivery in the country.
- Coordinate with Distribution Supervisors to address and resolve customers complaints
- Assist the Head of the Department in promotional activities and events
- Assist the Head of the Department in implementing departments plans
- Coordinate various activities with different agents
- Update the activities of the Dispatch team like print order, dispatch list, and others
- Preparation of statements and process bills for the required agencies and subscribers
- Proper filing of agreements, cargo bills and other official documents.
- Renewal of agent agreements from inside and outside the valley

#### TO APPLY:

Interested candidates are requested to submit the current CVs and Cover letter to [hrdep@newbusinessage.com](mailto:hrdep@newbusinessage.com)

**OR,**

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## Applying Procedure

Apply Link : <https://merojob.com/circulation-executive-2/>

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