

Circulation Manager

- **Vacancy for:** 1
- **Posted on:** Dec. 3, 2018
- **Deadline:** Dec. 10, 2018, 11:55 p.m.

Basic Job Information

Job Category	: Sales / Public Relations
Job Level	: Senior Level
Employment Type	: Full Time
Job Location	: Kathmandu
Offered Salary	: NRs. 40,000.00 - 70,000.00 Monthly

Job Specification

Education Level	: Under Graduate (Bachelor)
Experience Required	: Not Required
Professional Skill Required	: Excellent Communication And Interpersonal Skills, Management, Organisation Skills, Leadership

Other Specification

- Bachelors degree in Management or equivalent
 - Minimum 3 years of experience in the field of media (past supervisory experience is preferred)
 - Excellent verbal and written communication skills - Nepali and English
 - Should have a strong work ethic which reflects good management, communication and leadership skills
 - Should be able to interact with others and remain focused while dealing with multiple objectives and timelines
 - Must have the ability to work under pressure and meet deadlines
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Job Description

- Direct sale and distribution of newspapers in a timely and cost effective manner
 - Determine the business forecast; develop and implement the overall strategy for increasing the circulation of newspaper and cost effective strategies for attracting new subscribers
 - Monitor circulation movements, revenues, costs and market trends
 - Analyze testing data and marketing surveys to develop short and long-term circulation plans
 - Creating new, effective marketing programs as well as exceptional customer service, while focusing on subscriber retention
 - Maintain professional client relationships
 - Monitor and evaluate the performance of the subordinates
 - Ensure that the complaints are properly addressed and the subscribers are timely notified regarding the subscriptions renewal and new schemes
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Applying Procedure

Apply Link : <https://merojob.com/circulation-manager-8/>

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