



Circulation Officer

- **Vacancy for:** 1
- **Posted on:** May 23, 2018
- **Deadline:** June 2, 2018, 11:55 p.m.

Basic Job Information

Job Category	: Journalism / Editor / Media
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Kathmandu
Offered Salary	: Negotiable

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
- Sales experience of at least 2 years
- People management skills: leading, coaching, training
- Good knowledge of the success factors of a National daily publication
- Strong negotiation-, presentation- and communication skills, both verbal and written
- Good listener, team player and detail oriented.
- Demonstrates a sense of urgency and supports a culture of performance
- 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)

Job Description

Key Responsibilities:

Circulation Officer of New Business Age (P) Ltd. is responsible to develop and successfully execute the annual Circulation, Brand Promotion & Sales Plan in line with NBA's annual plan in terms of growth and profit.

Develops and manages the annual plans for the activities that he is responsible for. Provides and meets a 3-months sales forecast on a monthly basis.

Reports to: Circulation Manager

Responsibilities:

- Assist and look after the retail sales of the publications of both Kathmandu and outside valley
- Responsible of smooth circulation and delivery of the products outside and inside valley
- Manage the recovery of the payment of delivered products in time utilizing the manpower of the department
- Prepares a plan to increase the copy sales and subscription and implement it
- Arranges of circulation in new places and ensures the high visibility
- Co-ordinate with the finance for timely payment for distributors of subscriber copies
- Research and evaluate new opportunities, customer interests and insights also forecast trends in market place
- Perform other assignments as the situation demands and as assigned by the supervisor
- Assist the circulation sales team (Subscription, Newsstand sales & Classified Ad) members in preparing customer visit plans, presentations, proposals and offers
- Identify new potential markets and align team responsibilities accordingly
- Obtain regular feedback from the market (readers, advertisers, agencies, sponsors) in order to adjust sales plans and activities with the aim to increase sales) through surveys

- Maintain regular and professional contact to distributors
- Utilize and monitor the entire team members to highest standard of productivity
- Develop the market position of the product ensuring smooth distribution and reducing the complaints
- Develop aggressive circulation strategy to increase brand presence both inside and out Kathmandu valley

Key Performance Measures:

- Meet or exceed the monthly, year-to- date and annual sales target for the team and also meet or exceed the personal sales target
- Reporting of the key financial data and achievements in the marketing meeting: sales achievements, forecast, call statistics on a weekly basis
- Weekly reporting of planned activities and key issues, concerns and proposed measures/solutions in the marketing meeting
- Participate in a weekly team meeting to update staff on current plans and needed action
- Set annual and monthly sales target and individual objectives for each member of the team
- Prepare and implement measurable sales strategy with special priority given to time, cost and quality

TO APPLY:

Interested candidates are requested to submit the current CVs and Cover letter to hrdep@newbusinessage.com

OR,

Applying Procedure

Apply Link : <https://merojob.com/circulation-officer-4/>

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