



Newspaper Circulation Manager

- **Vacancy for:** 5
- **Posted on:** Nov. 16, 2018
- **Deadline:** Nov. 26, 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 : NRs. 25,000.00 Monthly

Job Specification

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

Other Specification

- Must have completed Bachelors degree in related field
 - Freshers are encouraged to apply
 - Strong customer service skills and ability to help relate to subscribers and carriers
 - Strong work ethic which reflects good management, communication and leadership skills
 - Ability to work with a team of department heads dedicated to the success of the newspaper
 - Must be highly organized, a creative thinker and self-motivated
 - Must have the ability to work under pressure and meet deadlines
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Job Description

May be designated according to type of circulation activity managed as Manager, Newspaper Circulation; or area served as Manager, City Circulation. Establishes geographical areas of responsibility for subordinates to coordinate sales and distribution activities. Directs sale and distribution of newspapers: Directs staffing, training, and performance evaluations to develop and control sales and distribution program.

Responsibilities:

- Responsible for the overall direction, coordination, and evaluation of circulation staff
 - Effectively lead a carrier force to ensure efficient and timely delivery of the newspaper
 - Actively participate as part of the management team
 - Creating new, effective marketing programs as well as exceptional customer service, while focusing on subscriber retention
 - Assist with delivery routes when needed
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Applying Procedure

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

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