



ADMINISTRATOR / MARKETING ASSISTANT / DIGITAL LIAISON – CIRCULATION & SUBSCRIPTIONS
(B Band)

As part of the S189 Restructure process, the above vacancy has become available within the Circulation & Subscriptions department. The Administrator/Marketing Assistant/Digital Liaison will be located in Durban & is responsible for providing administrative support to the National Circulation Manager and to maintain and grow print & digital subscriptions by bringing value added deals/promotions to subscribers and dealing with digital service providers.

Responsibilities:

- Increase and maintain subscriber data base by identifying, sourcing and securing promotions
- Provides full administrative support to the National Circulation Manager includes and not limited to:
 - Screening of all incoming calls
 - Arrange meetings and minute taking
 - Coordinates travel bookings and accommodation for Circulation executives
- Execute and manage email campaigns for the Circulation and Subscriptions department.
- Monitor all incoming sms'es on subscriber promotions
- Assist in the organising of promotional events and traditional or digital campaigns and to facilitate their success
- Employ basic marketing analytics techniques to gather important data (social media, web analytics, rankings etc)
- Support subscriptions and retail sales in organising various campaigns
- Performs a range of general administration functions i.e. filing, updating records, processing of payments etc

Minimum Requirements:

- Must possess a matric qualification or equivalent
- Must have working experience in administration/marketing and online/digital within the subscription department.
- Must have 2-3 years customer service experience
- Previous administrative experience and basic accounting skills are essential
- Must having excellent knowledge & understanding of the subscription operations and procedures
- Must have working experience and knowledge of current subscriptions Systems (Matrix, CDM)
- Sound knowledge of MS-Office (Excel, Word, Access, Outlook & Windows S/ware)
- Must have a valid driver's licence with own vehicle

Required Competencies:

- Proactive
- Management & Leadership skills
- People Oriented
- Good listening skills
- Good oral communication
- Team player
- Problem solver
- Excellent time management
- Excellent Communication skills
- Excellent Customer Service skills
- MS Office skills essential
- Good time management skills
- Able to work under pressure.
- Flexible, prepared to work irregular hours including weekends and public holidays.
- Excellent organisational skills

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All interested and suitably qualified applicants must submit a completed application form by no later than 12h00 noon on **Wednesday, 06th November 2024** to Human Resources at: vacancieskzn@corporateservice.co.za