



## **NATIONAL PUBLISHING MANAGER - CIRCULATION & SUBSCRIPTIONS** **(D Band)**

As part of the S189 Restructure process, the above vacancy has become available within the Circulation & Subscriptions department. The National Publishing Manager is responsible for managing and growing circulation ABC sales and revenue nationally.

### **Responsibilities:**

- Manage print orders, single copy, NIE and promotional sales
- Manage sell out and returns percentages
- Management of team of regional staff
- Report on weekly trading – newspaper sales, revenue, retail agents discount and commissions
- Internal & External Communication with all stakeholders
- Ensure strict adherence to Service level Agreements

### **Minimum Requirements:**

- Must possess a matric qualification with maths or equivalent.
- Must have a tertiary qualification in management / on the job experience
- Must have 5 years working experience within publishing department having excellent knowledge & understanding of the publishing operations and procedures
- Must have 5 years supervisory experience in managing & leading a team of staff
- Must have 5 years Customer Service experience
- Must have 5 years' experience in working with external service providers
- Previous administrative experience and basic accounting skills are essential
- Must have strong working experience and knowledge of IPS System
- Sound knowledge of MS-Office (Excel, Word, Access, Outlook & Windows S/ware)
- Good knowledge of the Durban, Cape Town & Gauteng geographic areas
- Valid driver's licence with own transport

### **Required Competencies:**

- Excellent verbal and written communication skills
- Integrity and confidentiality
- Proactive with initiative and ability to work under pressure
- Understanding and adherence to policies and procedures
- Analytical skills
- Team orientation
- Excellent organizational and administrative skills
- Self-motivated and driven individual with a strong personality
- Ability to follow up and attention to detail
- Assertive with impeccable interpersonal skill with clients and staff at all levels
- Must be prepared to work after hours and on weekends

**Independent Newspapers is committed to its Employment Equity and Affirmative Action plans.**

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