



PUBLISHER x 3 - CIRCULATION & SUBSCRIPTIONS
(C Band)

As part of the S189 Restructure process, the above vacancies have become available within the Circulation & Subscriptions department. The Publishers will be located in Durban and is responsible for analysing supply and sales history for assigned titles and publish according to prescribed parameters of the various titles thus maximizing sale.

Responsibilities:

- To forecast and achieve monthly sales targets efficiently & effectively
- To allocate newspaper supplies accurately to streets, agents and CIA and advanced subs within specified returns and sell out percentages, to achieve a targeted sale
- To balance and set print orders accurately
- To maintain and update reports accurately and timeously
- Interdepartmental communications - To communicate with relevant departments

Minimum Requirements:

- Must possess a matric qualification with maths or equivalent on the job experience
- Must have 5 years working experience within publishing with excellent knowledge & understanding of the publishing operations and procedures
- Must have 2-3 years Customer Service experience
- 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 geographic areas
- Valid driver's licence with own transport
- Must be prepared to work after hours and weekends

Required Competencies:

- Proactive
- 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
- Excellent organisational skills

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, 06th November 2024** to Human Resources at:
vacancieskn@corporateservice.co.za