



**ROUTE TO MARKET LIAISON - CIRCULATION & SUBSCRIPTIONS**  
**(B Band )**

Region	Number of positions available
Cape Town	1
KwaZulu Natal	1

As part of the S189 Restructure process, the above vacancies have become available within the Circulation & Subscriptions Department. The Route to Market Liaison will be based in Gauteng & Cape Town and is responsible for acting as the conduit between the Circulation department and its service providers (OTD, LML, Insights Publishing), internal stakeholders (advertising/editorial/production) and members of the public.

**Responsibilities:**

- Collate data (subs/free/single copy) and produce & submit print orders
- Extract subs data, process and submit to distributor/s
- Perform Administration Functions
- Monitor press production, dispatch & retail distribution times
- Source & liaise bundle sizes and weights
- Source & liaise extended barcodes
- Source & make available back copies on ad hoc basis
- Attend PLT meetings when required
- Perform Ad hoc functions i.e. In the absence of relevant staff will be required to perform relief duties for other RTM staff

**Minimum Requirements:**

- Must possess a matric qualification or equivalent
- Must have 2-3 years Customer Service experience
- Must have supervisory experience in managing and leading team of staff
- Previous administrative experience and basic accounting skills are essential
- Must have strong working experience and knowledge of current subscriptions Systems (Matrix, CDM)
- Sound knowledge of MS-Office (Excel, Word, Access, Outlook & Windows S/ware)
- Must have good knowledge & understanding of the company's retail and subscriptions business.
- 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 (written & verbal)
- 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
- Forward thinking - question, analyze and streamline operational & admin procedures.
- Flexible

**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)