



## APPENDIX A

### Source Interlink Career Opportunity Form

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**POSTING DATE:** 12/08/09

**POSITION:** Claims Processor

**DEPARTMENT:** Source Interlink Distribution

**LOCATION:** Bonita Springs, FL

**REPORTS TO:** Sr. Claims Manager

#### **Functions:**

This position is responsible for Retail Display Allowance (RDA) which is a rebate earned by retailer clients for the display and sale of magazines. Source Interlink provides RDA accounting services for the largest grocery, drug, convenience stores and newsstand chains in the USA such as Wal-Mart, CVS, 7-Eleven, and Hudson News in the airports. To be successful in this position, an RDA Claims processor must possess attention to detail, computer skills, be organized, must be able to follow directions which will vary according to retailer client and/or magazine wholesaler, as well as meet deadlines, and be able to communicate professionally with contacts both inside and outside of the company.

- Track and ensure that all stores or a retail chain are accounted for within reported magazine sales data
- Analyze magazine sales data for accuracy; be able to recognize changes in sales volume of titles compared to previous quarters (top titles such as People Weekly, Cosmopolitan, Sports Illustrated, Oprah, Time Magazine and The Economist for example)
- Prioritize client billing assignments received from supervisor and complete according to training and by deadlines
- Additional tasks as assigned by supervisor

#### **REQUIRED QUALIFICATIONS:**

- High school diploma or equivalent
- Applicable combination of education and experience
- Computer Experience, Excel and Word
- 1+ years experience of large data processing and understanding the system processes, requirements, and deadlines involved, and be able to communicate this information accurately to their co-workers and management.

#### **HOW TO APPLY FOR THIS POSITION:**

Email your resume and letter of interest and any other relevant information you would like to submit to:

**EMAIL ADDRESS:** [jobs@sourceinterlink.com](mailto:jobs@sourceinterlink.com)