

APPENDIX A

Source Interlink Career Opportunity Form

POSTING DATE: 9/29/09

POSITION: Circulation Manager I

DEPARTMENT: Circulation

LOCATION: Bonita Springs, FL

REPORTS TO: Group Manager, Circulation

FUNCTIONS:

The goal of the Circulation Services department is to grow the retail sales value of our publications by intelligently managing the distribution to our retail customers, including effective solicitation of new titles to retailers, expanding distribution based on comparative title sales success, securing relevant promotional opportunities and managing allotments to maximize sales potential and exposure.

- Maintain accurate publisher files, title files and production schedules in invoicing system (via paperwork process control maintenance)
- Gather from National Distributors/Publishers sufficient information for the solicitation of new titles
- Work with National Distributors/Publishers to provide required title details for re-solicitation purposes of titles with a yearly frequency less than quarterly and/or rotating special editorial
- Identify, generate and submit expansion opportunities for retail approval
- Utilize confirmation of ND allotments (provided via electronic reporting or EMS) to proactively approach invoicing related issues
- Address all invoicing problems (receiving notifications) in a timely manner to support accurate invoicing to customers
- Secure publisher approval for warehouse level labor charges (polybagging or stickering magazines) when necessary
- Review the invoicing reporting to ensure accurate invoicing and replenishment management
- Work with Retail Sales to secure promotions based on Publisher requests & Circulation Manager suggestions
- Secure promotional contracts for all promotions booked by National Distributors/Publishers
- Review and approve issue specific title allotments
- Review retail completed, regularly scheduled title sales reporting
- Respond to National Distributor/Publisher questions regarding allotments, sales analysis, expansions, promotions, chains, product invoicing, warehouse operations, etc.
- Generate Publisher reports and business reviews as needed

REQUIRED QUALIFICATIONS:

- BA in Marketing, Business, Communications
- Proficient computer knowledge: Microsoft Outlook, Excel and Word
- 2+ year's relevant experience.

- Must have the organizational skills necessary to handle multiple tasks simultaneously and prioritize workload to maximize productivity and efficiency.
- Must have excellent written and verbal communication and relationship building skills.
- Must demonstrate a proactive approach to problem solving, be solution oriented and have the ability to take initiative to implement and follow through with solutions.
- Must possess the ability to operate in a dynamic and changing environment
- General understanding of the industry, i.e. types of distributors, competing distributors

HOW TO APPLY FOR THIS POSITION:

Mail, or email resume, letter of interest and any other relevant information you would like to submit to:

NAME: Human Resources
ADDRESS: 27500 Riverview Center Blvd., Suite 400
Bonita Springs, FL 34134

EMAIL ADDRESS: jobs@sourceinterlink.com