

APPENDIX A

Source Interlink Career Opportunity Form

POSTING DATE: 11/11/09

POSITION: Director, Field Services

DEPARTMENT: Field Services

LOCATION: Ontario, CA

REPORTS TO: VP, Merchandising

FUNCTIONS:

- Recruit, train and supervise District Managers/Supervisors in assigned area
- Perform market visits or ride alongs with all District Managers quarterly
- Manage assigned area as not to exceed established Field Service Budget
- Facilitate the flow of communication between customer (store level) and the company
- Work closely with Human Resources to ensure all company policies and procedures are followed
- Motivate Field Service force to achieve required productivity levels and quality standards
- Interact with Source Interlink Account Execs, Customer Service, Distribution and Marketing departments in order to understand and implement/modify programs, problems and ideas to maximize sell-through
- Communicate Weekly itinerary directly to Vice-President of Merchandising
- Maintain a file with the District Manager weekly schedules
- Ensure all stores within territory are worked/visited/work-with on a quarterly basis.
- Identify “markets of opportunity” to visit via sales, scan/premature reporting, excessive time reporting, and turnover.
- Maintain file with market visit summaries from District Managers. Turn in own summaries to VP of Merchandising
- Assume all special projects and follow through to completion
- Establish weekly conference calls with District Managers to review upcoming projects/resets/promotions and to ensure focus is on key opportunities
- Monitor 1st scan and Premature reporting and investigate exceptions
- Perform continual area monitoring to achieve budgetary efficiencies
- Monitor staffing activity in MARS, examining Stores not visited and open routes, to see if there are consistent service coverage holes
- Create fact based scheduling utilizing excessive time reports to ensure budgeted hours/units per hour are in line with company-wide chain averages
- Responsible for reviewing all workers compensation injuries within sales areas with Human Resources on a monthly basis
- Perform yearly staff reviews, and ensure all relevant paperwork is turned in on time

REQUIRED QUALIFICATIONS:

- BA Degree
- Previous retail and/or consumer products experience
- 2+ years computer experience, Windows, Excel and Outlook
- Must have excellent written and verbal communication and relationship building skills

- Must demonstrate a proactive approach to problem solving, must be detail oriented, and be able to work independently
- Must possess the ability to operate in a dynamic and changing environment
- Must be able to travel
- Must be a team player
- Requires repetitive reaching, bending
- May require lifting up to 40-50 lbs
- May require pushing/pulling cart or pallet loaded with magazine totes
- May require reaching above shoulder

HOW TO APPLY FOR THIS POSITION:

Email resume, letter of interest and salary information to: jobs@sourceinterlink.com