

Hamptons Magazine Job Description

Job title: Assistant Distribution Relations Manager

Location: Hamptons

Reports to: Publisher

PURPOSE AND DESCRIPTION OF JOB

Coordinates scheduling, trafficking and delivery of magazines from inception to completion. Please note that no position at Niche Media is static, and job functions and priorities will change as the needs of our company evolve.

ESSENTIAL FUNCTIONS

Description of Function

1. Serves as liaison between clients, outside vendors, and agency departments to coordinate efficient and timely delivery of magazines.
2. Works with Publisher and Editor on distribution strategy and finds new distribution opportunities.
3. Prepares electronic schedules for delivery of magazines.
4. Logs jobs and trafficking activity in database and maintains job files of project materials.
5. Regularly travels to sites where magazines are distributed to maintain relationships with clients.
6. Continually seeks out new distribution sites and opportunities for enhanced visibility of the magazine.
7. Prepares material according to specifications, distributes to appropriate media contacts before established deadline, and tracks progress.
8. Coordinates with Events department to ensure copies are delivered to the Niche special functions and assists with events on an as needed basis.
9. Other projects and duties as assigned.

OTHER FUNCTIONS

Candidates who cannot perform some or all of these duties because of disabilities will nevertheless receive full consideration for the job based on their ability to perform essential functions.

1. Maintains and manages mail list for publications
2. Generates sales leads and communicates back to the publisher for follow-up.
3. Prepares ad hoc reports as needed.
4. Other duties as assigned.

MINIMUM REQUIREMENTS

The following are required to enable job holders to perform the essential functions of the job.

(1) Skills/knowledge

Ability to manage multiple distribution points and juggle schedules.

High level of organizational and multi-tasking ability required.

Ability to operate a computer and Microsoft Office programs (Word, Excel, and Powerpoint) and Gmail.

(2) Experience/education

Bachelor's degree (B. A.) from four-year college or university; or two to three years related experience and/or training; or equivalent combination of education and experience.

Two years prior experience in magazine circulation/distribution preferred.

Prior experience with controlled circulation model is recommended.

(3) Physical effort and dexterity

Note: Candidates whose disabilities make them unable to meet these requirements will still be considered qualified if they can perform the essential functions of the job with reasonable accommodation.

Frequently required to walk, sit and stand and lift and/or move up to 50 pounds

(4) Visual acuity, hearing, speaking

Note: Candidates whose disabilities make them unable to meet these requirements will still be considered qualified if they can perform the essential functions of the job with reasonable accommodation.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Regularly required to talk or hear.

(5) Environment and scheduling

Scheduled hours are Monday – Friday, 9:00am to 5:30pm with a thirty minute unpaid lunch.

Work hours outside business hours may be required as needed.

The noise level in the work environment is usually moderate.

The employee occasionally works in an office setting and regularly travels to client locations and will be exposed to outdoor climates.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

1. Design - Demonstrates attention to detail.
2. Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions.

3. Project Management - Completes projects on time and budget.
4. Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
5. Customer Service - Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
6. Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
7. Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
8. Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
9. Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment.
10. Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
11. Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Supports affirmative action and respects diversity.
12. Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
13. Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
14. Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives.
15. Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
16. Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
17. Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
18. Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.
19. Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

20. Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
21. Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
22. Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Asks for and offers help when needed.

It is not the intention of this position description to limit the specific duties of this job, but rather to describe the major responsibilities and activities associated therewith at the time the position was prepared. As our company changes, as its needs change, or simply with the passage of time, the specific task and responsibilities which comprise any job also tend to undergo changes. Such changes may consist of additions to, reductions in, or substitutions of duties and responsibilities.

For immediate consideration, please submit a resume and email (including availability for applying) to jobs@greengale.com and indicate "Assistant Distribution Relations Manager" in the subject line. Please include in your email days you are available and if accepted we will try our best to work within in schedule!