

## **Circulation Manager in Central Texas**

We are seeking an experienced Circulation Manager in central Texas to lead and oversee all facets of the Circulation operation. This full-time position will develop and implement programs and strategies to build brand awareness and engage and grow our audience through both print and digital subscriptions. The ideal candidate will have a proven track record in effective sales, customer service and distribution of home delivery and single copy. This position will manage and lead the Circulation Operations and District Managers and Customer Service Representatives, as well as work closely with carriers and outside vendors. A strong attention to detail and a commitment to meeting and exceeding goals is a must.

### **Essential Responsibilities**

- Growing circulation by increasing the subscriber base through sales and marketing in defined areas
- Maintaining existing customers through consistent, quality distribution of products and exemplifying outstanding customer service
- Creating forecast of sales by channel to achieve department goals and reporting position in all areas weekly and reorganizing as necessary to stay on track and meet planned goals
- Developing creative approaches to increase circulation throughout the region
- Ensuring supreme levels of customer service with regards to home delivery and subscriber satisfaction
- Managing and training supervisory staff, planning budgets, overseeing; expenses, inventory, contracts and vendors
- Reviewing contracts of independent contract carriers

To apply please send resume to:

[jdavidson@theparisnews.com](mailto:jdavidson@theparisnews.com)