

# The New York Times

INTERNATIONAL EDITION

## **Circulation Sales Assistant (M/F)**

*POSITION BASED IN FRANKFURT AM MAIN, GERMANY*

Full time position based in The New York Times office in Frankfurt, Germany. Reporting to the Regional Circulation Director Central & Eastern Europe - Germany - Scandinavia - The Baltics - The Netherlands

### **Position overview:**

The Circulation Sales Assistant will perform a pivotal role in assisting the Regional Circulation Director and his team in their day to day duties and sales roles.

She/he will be responsible for the administration work and coordination between the head-office in London and the German circulation office on matters such as budget follow up, statistics and figures tracking, etc. She/he will also provide sales support via subscription marketing events, looking after the organization of sponsored copy operations and conference distribution, and developing and maintaining sales databases for various sales channels.

### **Functional Responsibilities:**

- Support the Regional Circulation Director and his team in all aspects of newspaper circulation sales development and administration across the newsstand, sponsored copy, bulk sales and education channels.
- Coordinate and support retail sales promotions in close collaboration with the national distributor and local wholesalers where necessary.
- Develop and update databases of bulk and corporate potential clients and follow up promotional actions on these categories. Keep all sales statistics up to date.
- Prepare all necessary material for sales pitches.
- Support initiated sales approaches by email or telephone, and follow-up when necessary.
- Support corporate digital sales development in the zone and follow up on any aspect of these sales with clients and other departments in the company.
- Take charge of all duties concerning sponsored copies and promotional events and conferences.
- Support and implement local subscription promotions with conferences and event participation.
- Follow up of various zone circulation budgets.
- Manage the daily administration duties for the circulation sales team in the zone.
- Be the circulation contact person for any inquiries on the zone.

### **Job specification & skills:**

- Enthusiasm and willingness to learn, ability to multitask.
- Excellent communication skills, both internal and external.
- Strong capacity to plan business travel, arrange prospect appointments and organize meeting schedules for zone managers.
- Solid organizational skills and good interpersonal team player.
- Good knowledge of Microsoft Windows, Excel, Word, PowerPoint.
- Very good level of German & English.
- Strong affinity for digital media and the international media environment.

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