

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.

Contact Information: resume@nytimes.com