**Central Services Assistant**

Frontline’s talented people are what make us the successful business we are, at the forefront of driving innovation within a fast paced and dynamic industry.

**The magazine supply chain is complex and Frontline ensures that the biggest brands in the magazine market reach retail shelves in the right quantity and at the right time. This involves managing relationships with Printers, Carriers, Wholesalers and Retailers on behalf our Publishing Partners; – Bauer Media, H Bauer, Haymarket and Immediate Media Co.**

We are currently recruiting for a Central Services Assistant to work in Routes to Retail based at Stuart House, this is full time permanent position.

Our new Central Services Assistant will be involved in the running of distribution processes, drawing on their planning and organisation skills to effectively prioritise and meet deadlines.   As the prime point of contact for our customers, the roles will provide a great service dealing with phone calls and credit queries.  While accurately maintaining our systems, their administration tasks will include order management, providing delivery notes, picking lists, and credit and returns notes as well as supporting the development team in managing our retail clients.

They will be developing great working relationships when liaising with external and internal partners to ensure the smooth flow of documentation so that magazines are delivered to deadline.

To deliver in this role they will be able to demonstrate:

* Excellent Customer Service skills
* Accurate data input
* Ability to learn new processes and systems
* Experience of Microsoft Office
* Excellent attention to detail
* Ability to be flexible and adaptable
* Planning and organisation skills
* A proactive and resilient approach

If you feel you want to work in a dynamic and exciting environment please send your CV along with a covering letter **to** <https://beta.smartrecruitonline.com/p/job/Administration-Assistant-10038>

**The deadline for applications is 22nd March 2019**