**Sales Support Coordinator**

16th April 2019

Established in 2001, Gold Key Media has grown to be the world’s largest distributor of newspapers and magazines for hotels, offices and a wide variety of venues. We create bespoke magazine distribution solutions to reach target audiences.  Our targeted approach to magazine distribution helps to boost circulation whilst delivering publications to the right audience at the right time. We represent over 300 international publishers, distributing over 60 million newspaper and magazine copies per annum across a complete range of international venues and global events.

Gold Key Media is part of the Frontline Group - the leading Magazine Distributor in the UK who continue to innovate the supply chain.

Gold Key Media is currently recruiting for a Sales Support Coordinator to support existing teams and functional areas with a variety of administrative duties. Based in our Office in Oxford Circus, this opportunity is offered as a full time permanent position.

The ideal person should be proactive, hardworking and confident with the ability to prioritise. They will have the self-motivation, drive and determination to grow their area of responsibility and be keen to work within a close knit team.

The ideal applicant will be able to demonstrate the following skills and qualities:

* Great attention to detail
* Resourceful
* Proficient in Microsoft Excel, Word & PowerPoint
* Excellent communication skills
* Planning and Organising skills
* Good level of Numeracy

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/Sales-Support-Coordinator-10913**](https://beta.smartrecruitonline.com/p/job/Sales-Support-Coordinator-10913)

*The deadline for applications is 3rd May 2019*