**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.**

We are currently recruiting for a Central Services Assistant to work in our Routes to Retail Central Services team. 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.

The role will involve the daily delivery of accurate and efficient processes which support the delivery of our business objectives. 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. In addition, supporting the wider team in developing its retail base through range trials, implementation and day to day management.

To deliver in this role you 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://app.smartrecruitonline.com/p/job/Central-Services-Assistant-13866>

**The deadline for applications is 8th November 2019**