



**UK RETURNS EXECUTIVE
PART TIME (UP TO 28 HOURS PER WEEK) | BASED IN PETERBOROUGH
(6-12 MONTH CONTRACT)**

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 of our Publishing Partners; – Bauer Media, H Bauer, Haymarket and Immediate Media Co.

An exciting opportunity has arisen to join our Wholesale Finance team as our UK Returns Executive. This part time position is offered on a 6-month fixed term contract with opportunity to extend.

Responsibilities:

As our UK Returns Executive, you will ensure that all Returns Claims both manual and electronic are processed accurately and to deadline and queries are dealt within the agreed timescale. You will be responsible for checking and transmitting the Publishing Calendar to Wholesale to enable them to set up titles and issues correctly in their systems.

You will log and reconcile claims to identify any gaps. Liaise with key contacts, including Wholesalers, Trade Marketing, Client Services, Supply Chain and IT.

By building strong relationships with internal teams you will proactively problem solve and seek effective solutions.

Planning, organisation and reactivity are key, along with end-to-end ownership of the returns claims and publishing calendar process.

Requirements:

- Relationship-building, and strong communication skills
- Proficient in Microsoft Office, particularly Excel
- Ability to prioritise in order to meet strict deadlines
- Planning and organisation
- Problem-solving and basic negotiation skills

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.smartrecruitionline.com/p/job/Returns-Executive-19107>

The deadline for applications is Friday 4th December 2020

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