**Mags Direct Executive**

**Fixed term opportunity**

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.

We are currently recruiting for an Executive to work in the Mags Direct business unit of Routes to Retail. This is a full-time fixed term position, currently home based but predominantly office based when we are able to return to the office safely.

The growth of online single copy has been significant over the last 12 months and is predicted to continue. Our new Executive will be working in a fast-paced environment where we are learning and developing all the time. They will be involved in the running of operational processes, drawing on their planning and organisation skills to effectively prioritise and meet deadlines.   The role will provide a great service to our external partners and clients dealing with order processing, title, and issue management as well as customer and publisher queries, while accurately maintaining our systems and relevant administration tasks.

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

* Ability to learn new processes and systems
* Accurate data input and data management
* Experience of Microsoft Office
* Excellent attention to detail
* Ability to be flexible and adaptable
* Planning and organisation skills
* A proactive and resilient approach
* Excellent Customer Service 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.smartrecruitonline.com/p/job/Executive-21172>

**The deadline for applications is Friday 5th March.**