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**Newstrade Marketing Executive**

**Immediate Media Bristol**

16th July 2021

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.

Are you analytical? Can you analyse data and retail trends? Are you someone who can use your fantastic planning and organisational skills to set up and support delivering retail promotions? .... Then this could be the job for you!

What to expect from the role:

We are looking for a positive numerate individual to join our busy, friendly Newstrade Marketing team as our Newstrade Marketing Executive. This great opportunity is offered as a full time, permanent position, based in our Bristol office which is in the bustling centre of the city and reporting to the Senior Newstrade Marketing Manager (SNMM).

The role is responsible for providing vital support admin support, understanding market conditions, analysing sales and retail trends and both the planning and implementation of retail promotions. You will use your excellent communication skills to liaise with our publishing teams and external companies.

Your proactive approach will enable you to support our Newstrade Marketing Managers in proposing sales driving ideas to the team. Drawing on your planning and organisational skills, you will manage collating information to help shape and deliver our retail strategy.

The key headline areas of responsibility and tasks of the role are as follows :

* Forecasting weekly sales on a wide range of magazine titles.
* Liaising with Publishing teams to provide product information to external and internal personnel.
* Assisting the team with business planning and budgeting.
* Creating weekly sales reports.
* Ensuring centralised databases are up to date.
* Analysing market and retail data to provide support to the Newstrade team in decision-making process.
* Planning and implementing retail promotional bookings.

Whilst not all of the below attributes are a necessity it would be desirable if the candidate could illustrate the following skills /experience :

* Excellent analytical and numeracy skills
* Good use of MS Office is essential (Excel, Word & Powerpoint)
* Cope well under pressure
* Strong time management and organisation
* First class attention to detail
* Work well in a team
* Ability to multi-task
* Good communication skills
* Relationship management

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/Newstrade-Marketing-Executive-Immediate-Media-Bristol-25440>

**The deadline for applications is Friday 30th July 2021.**