
POSITION:	Sales & Circulation/Traffic Coordinator
REPORTS TO:	Publisher
DEPARTMENT:	Where Calgary
LOCATION:	Calgary
STATUS:	Permanent Full-time

Summary:

St. Joseph Media is Canada's third largest magazine publisher with brands including award-winning titles such as Toronto Life, FASHION, Weddingbells, MARIAGE Québec, Where Canada magazines, Canadian Family and Quill & Quire.

The Sales & Circulation/Traffic Coordinator will coordinate distribution/circulation of all printed materials produced by St. Joseph Media (Calgary) as directed by the Publisher. The candidate will coordinate entry of all sales contracts into billing system and local sales reporting system while working closely with Sales, Accounting, and Publisher to ensure accuracy. Also, the candidate will carry out general office management and reception duties including coordinating the maintenance all equipment, office supplies, couriers and mail, and general telephone administrative functions.

Responsibilities:

- Coordinate all distribution/circulation functions for various publications produced by St Joseph Media (Calgary) including *Where Calgary Magazine*, *Our Alberta Magazine*, *Wedding Bells Magazine*, and *Fashion Magazine*; ensuring audit requirements of Canadian Circulation Audit Bureau are satisfied
- Coordinate the entry of all sales contracts into various databases including MSG Billing system, ACT, and local sales report excel program
- Manage filing and safekeeping of all sales contracts
- Maintaining Sales Reports and production sheets
- General office administrative duties including the maintenance/service of all general office equipment including photocopier, fax machine, postage meter, and printers
- Coordinate all courier deliveries and receipts
- General Office Reception duties during business hours of 8:30 AM to 4:30 PM, Monday to Friday
- Maintain a high level of professional appearance and conduct while attending any community or business events, as a representative of St Joseph Media
- Work effectively to all deadlines
- Assist Publisher with all reports as required
- Work closely with Account Managers to create and maintain Enhanced Listings on website, as well as assist in generating contracts and gathering of Ad Materials for all publications
- Event Coordination on a project by project basis, including annual Where to Dine Awards, and Fashion Magazine Grand Opening Events
- Designing and editing various newsletters
- Sending web reports and tracking to clients
- Selling of Advertising Contracts on a project by project basis

Qualifications and Requirements:

The ideal candidate will have:

- Several years of office administrative experience in a related industry combined with a Post-secondary education, and a positive attitude
- Outstanding negotiation, communication, interpersonal, and presentation skills
- Well developed organizational and decision-making skills
- Excellent time-management skills, with the ability to multitask

Interested candidates please forward your resume to: hr@stjosephmedia.com (please indicate the job title in the subject line).

We thank all applicants, however, only those selected for interviews will be contacted