

AFFORDABLE | EFFECTIVE | TARGETED | LOCAL | ADVERTISING | DISTRIBUTION

## Distribution Coordinator

The Listing Magazine reaches 16,500 households every month. It is hand delivered door-to-door by an excellent team of committed deliverers.

We are looking for a Distribution Coordinator to co-ordinate our team and ensure we maintain our excellent coverage each month.

You will possess excellent organisational and communication skills and need to be physically fit to be able to lift, move and carry boxes of magazines. You will need to hold a full UK driving licence and have use of your own car to deliver boxes of magazines to distributors.

This post is for a flexible number of hours as required, around 10-12 hours per month, and combines admin work based in our office or from home in the run up and after distribution, and being hands-on on our delivery in days which fall on specified dates 12 times per year. Pay is £10/hour, plus 45p/mile for mileage.

There is a requirement to coordinate the team both in advance and after distribution day. We are looking for someone who is able to commit to the role for a minimum of the next 12-months.

### Responsibilities

#### Admin

- Liaising with The Listing office for distribution paperwork relevant to that month's distribution, on delivery-in day, and after the distribution rounds are complete
- Liaising with the distribution team to pre-collection, post-collection and throughout the month as required
- Dealing with any missed addresses and issues as required
- Recruiting new distribution team members as required, from our waiting list and actively recruiting for rounds when needed
- Liaising with all new recruits on paperwork, maps and trollies and keeping paperwork systems accurate and up to date

#### Hands on – delivery in day

- Liaising with the delivery in lorry
- Collecting counted-out leaflet rounds from our office
- Managing the delivery in of our printed magazines to our distribution unit in Barley on a designated date 12 times per year
- Counting out the magazines, plus any leaflets for that month, into set rounds and labelling boxes accordingly
- Delivering boxes of magazines to our office and a small amount to individual distributors
  - *Please note, the majority of the distribution team collect their boxes directly from the Unit in Barley. However, there is a requirement to deliver a small number of rounds directly to distributor houses.*
- Meeting new recruits, finalising paperwork and their round, issuing trollies
- Being on hand to answer any distribution queries, deliver any extra copies or returns from our delivery team

To apply, please send a brief CV and a covering email to [cath@townhousepublishing.co.uk](mailto:cath@townhousepublishing.co.uk) outlining what you can bring to this role and why you would like to work at The Listing