**RETAIL MARKETING EXECUTIVE**

**(9 month Secondment)**

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.**

A Fixed term opportunity has arisen on the Category Management and Retail Marketing Team for a Retail Marketing Executive. This position is offered as a full time, fixed term contract for a period of 9 months, with potential to extend. Based in Peterborough, but currently working from home, due to government guidelines.

This role is a core support for both our National Accounts and Newstrade Market Teams and as a result offers the opportunity to gain experience in both areas. It offers exposure to Grocery and Convenience retail accounts as well as all the titles within our portfolio.

Excellent attention to detail and the ability to manage deadlines are a key requisite, as is the ability to work well with others. The purpose of this role is to manage retail activity (both trade and shopper marketing) to include booking of space, checking of POS and to process the invoices in a timely manner.

Key responsibilities will include:

* Management of the retail promotional plan (both newstrade and shopper marketing) ensuring that the annual plan is correctly input into MARS and that any changes are managed.
* Ensure all booking forms for all promotional activity are completed accurately and sent to the account(s) within the specified account deadlines. Organise and order POS/merchandising for all shopper marketing activity in relevant retailer as per agreed deadline.
* Ensure the retail invoices are signed off correctly in MARS and NAV in line with the retailer’s payment terms.

The successful candidate will be able to demonstrate the following skills:

* Numeracy and attention to detail skills are essential.
* Timekeeping: Ability to meet all deadlines
* Flexibility: able to adapt approach depending on the situation
* Interpersonal Sensitivity: work well within a team, be aware of impact on others and share best practice.

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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/Retail-Marketing-Executive-24297>

**The deadline for applications is Monday 21st June**