

Farm Journal Media is actively seeking a detail oriented individual to fill the position of Circulation Assistant.

The ideal candidate will have strong knowledge of Microsoft Office and attention to detail.

The Circulation Assistant will be based out of our Philadelphia, PA office and report to the VP of Circulation.

The company provides a full benefits package, including immediate eligibility in the 401k plan. Eligibility to participate in most other benefits begins on the first of the month after date of hire. The Company pays 75% of medical premiums. Other benefits include: dental, vision, life, short and long-term disability.

**Job Overview:** Handle special circulation requests, paid orders and Implement & Tractor subscriber files. Assist with other Circulation Department activities including magazine fulfillment files and audit reports.

#### Duties Include:

- Handle order entry for Implement & Tractor; paid FJ, TP, DY.
- Maintain foreign and bulk lists; Implement & Tractor.
- Send renewal notices for foreign and Implement & Tractor subscriptions.
- Produce daily and month end circulation reports for Finance and VP Circulation.
- Handle circulation adjustments (dups, cancels, address changes).
- Handle customer service calls and correspondence including subscription adjustments, complaints and special issue requests.
- Handle High Dates.
- Produce invoices for all pubs including Implement & Tractor.
- Handle all mailroom activities including incoming and outgoing mail; supply cabinet inventory.
- Monitor postage machine and request postage replenishment checks when needed.
- Produce month end postage reports for Accounting.
- Provide data entry for various projects as required.
- Maintain thorough documentation on all processes.
- Assist with galleys, reports and documentation for publisher's statements and audits.
- Assist with production of cover wraps.
- Assist with "cycle end" fulfillment files for all magazines.

#### Required Skills

**Proficient with personal computers and Windows-based software packages, including, but not limited to: Microsoft Word, Excel, Access, PowerPoint.**

- Ability to extract and manipulate data using a variety of software tools including Access and Excel.
- Ability to produce mail/merge labels and letters using Word.

#### Qualifications:

Candidate must have High School Diploma or equivalent. Secretarial school education or Bachelor's Degree preferred. Experience with circulation systems or in an office clerical environment desirable. Attention to detail, numbers and analytic ability imperative.

Qualified candidates may apply by sending resume to:

Email: [hr@farmjournal.com](mailto:hr@farmjournal.com)

Fax: 215-568-6782