

# Plains Producer

Papers & Publications Pty Ltd ABN 58 007 718 trading as:

## POSITION DESCRIPTION

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|---------------------------|---|
| <b>Title of Position:</b> | <b>Sales Assistant Traineeship</b>  |
| <b>Term:</b>              | <b>Full time OR Permanent Part time</b>   |
| <b>Probation:</b>         | <b>6 months</b>   |
| <b>Remuneration:</b>      | <b>Country Press Australia awards / Clerks Private Sector awards</b>  |
| <b>Company:</b>           | <b>Papers &amp; Publications Pty Ltd trading as the Plains Producer newspaper; Two Wells &amp; Districts Echo</b> |
| <b>Location:</b>          | <b>MAIN: 9 Howe Street, Balaklava; SECOND: 274 Main North Road, Clare</b>   |
| <b>Reports to:</b>        | <b>Sales Manager</b>  |
| <b>Reviews:</b>           | <b>Quarterly</b>  |

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### **I. Papers and Publications Pty Ltd trading as The Plains Producer, Newspaper; Two Wells & Districts Echo**

The Plains Producer is a weekly newspaper based in Balaklava and Clare, circulating throughout the Adelaide Plains, Lower North and Mid North of South Australia.

The distribution region covers from Virginia and Angle Vale in the south, along the coast to Orroroo in the north, then back through the Clare and Gilbert Valleys.

With 3,500 copies sold each week, this award-winning country newspaper has a weekly print readership of approximately 10,000 plus 2,000 online readers.

The primary purpose is to provide news, information and advertising to the people of this area.

It offers businesses, clubs, and individuals an unbiased medium to convey their message.

Our team has grown from two full-time employees in the 1980s to nearly 15 full-time equivalents in 2017.

Our online internet readership is increasing and we are always looking for more ways to provide our customers new ways of building their business.

Some of our business values are: honesty, quality, family, team-work, time management, fun, rewarding workplace, fulfillment, originality, and reputation.

We also publish a monthly free newspaper, Two Wells & Districts Echo. This circulates in Two Wells, Lewiston, Virginia and Angle Vale.

**II. Purpose of the position**

Based in our Balaklava office, the successful applicant will be responsible for front counter customer service, inbound and outbound phone call channeling. Working in conjunction with the sales team the person will learn to sell advertising for the newspaper. Other duties may include data entry and other general office duties assisting the general manager. While this is being advertised as a junior position which will come with Sales Training, those with previous sales experience are encouraged to apply

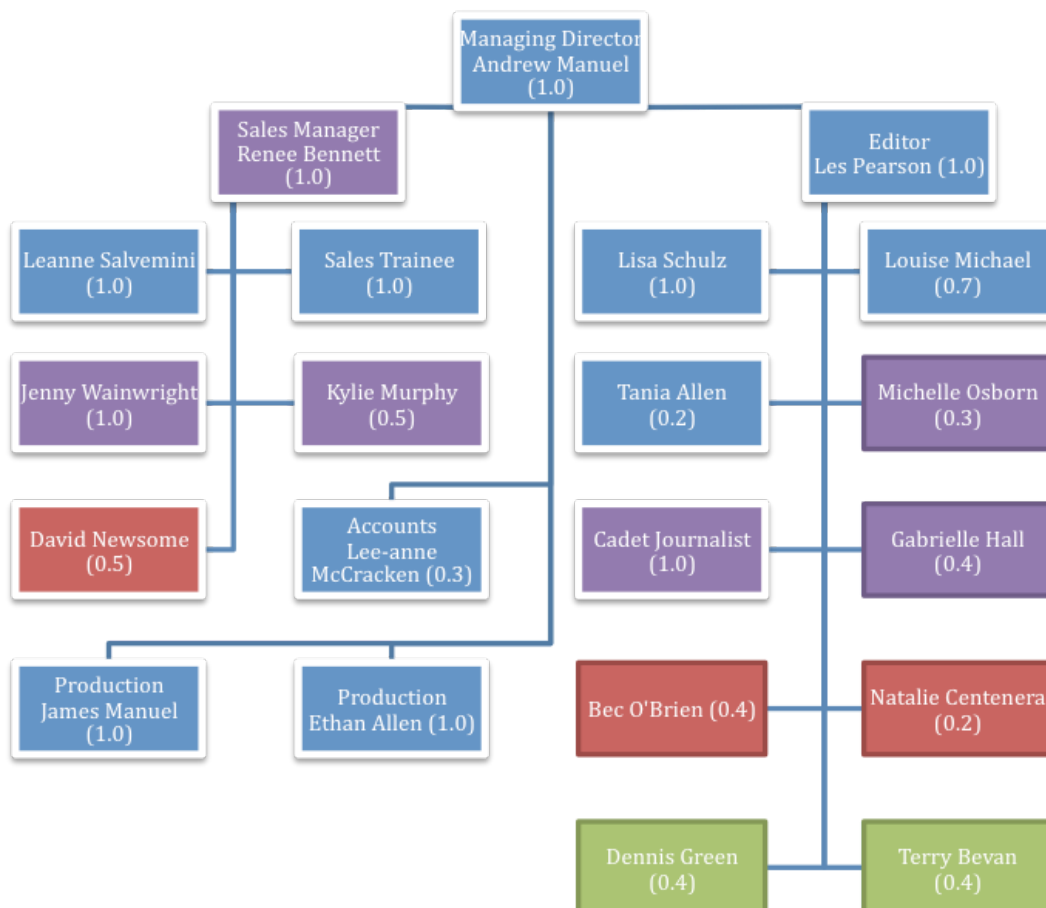
**III. Key Accountabilities**

1. Office duties including phone answering, counter service, faxing, photocopying.
2. Advertising sales including display, feature and classifieds advertising for the Plains Producer newspaper & Two Wells Echo.
3. Selling advertising by phone and face-to-face with customers.
4. Quoting and negotiating prices with customers.
5. Advert copy-writing and proofreading.
6. Email advert proofs to achieve customer satisfaction.
7. Creating positive customer relations.
8. Participate in planning and team meetings.

**IV. Reporting Relationship**

1. Sales Manager
2. General Manager
3. Editor

**V. Organisation Structure**



**VI. Skills Required:**

- *Skills and Knowledge*
  - Sales skills
  - Customer service
  - Face-to-face negotiations
  - Spelling and grammar
  - Local business awareness
  - Computer and email knowledge
  - Time Management
  - Ability to work to a deadline
- *Communication*

Communicates clearly and positively using approaches suitable to customers and staff, both verbally and in written instructions.
- *Team-work*

Shows commitment to the team and finds the best solutions by working positively and co-operatively with others.
- *Change management*

Adapts readily to change and willing to work with Managers to adapt to any issues that may need addressing.

**VII. Qualifications**

- *Essential*

Current drivers licence
- *Desirable but not essential*

Previous sales and advertising experience  
Year 12 graduate

**VIII. Personal Attributes**

- A positive attitude is essential
- Willingness to learn and grow

**IX. Other**

- Some out of office work will be required including sales trips to other towns.
- After hours work will be required including weekends. Time off in Lieu (TOIL) is used to level out a 38 work-hour week.
- Loss of driver's licence could result in termination of the position.

**II. Applications**

- Applications in writing and hand delivered to 9 Howe Street Balaklava SA 5461
- Address your applications to Andrew Manuel, Managing Director
- Please include two written references
- Use your imagination and show some examples of your creativity
- Applications close 5pm Thursday November 30, 2017