



# Example of Circulation Manager Job Description

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Our company is looking to fill the role of circulation manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for circulation manager

- Good IT skills and are confident using Excel
- Supervises and delegates projects to student workers and ensures desk coverage as scheduled
- Maintain and grow revenue and quantities in Hong Kong, China, Taiwan, Korea and Japan in line with forecasts
- Provide sales support
- Contribute to quarterly forecasts
- Ensure timely monitoring of weekly and monthly volumes
- Work with the regional and global teams to achieve regional and global targets
- Marketing support/insights on the market to feedback to regional director including competitor analysis
- Weekly sales call
- Quarterly performance review

## Qualifications for circulation manager

- Communicate internal control requirements to business leaders and ensure appropriate implementation of key controls
- Actively support the Finance Director, Global Circulation Analysis to ensure the priorities and critical initiatives are reflected in the financial accounting and reporting
- Good academics and be a Qualified Accountant with post qualification

- Previous experience in a management accounting role, preferable working with multiple products, currencies and geographic locations
- Technical accountancy skills, including knowledge of IFRS
- Collaborate on and monitor integrated direct response campaigns using a variety of digital resources and tools, print ads, direct mail, email, inserts, other internal and external available resources