

JOB POSTING: Publishing Assistant

Company Profile

Nei-Turner Media Group publishes high quality, regional tourism guides and lifestyle magazines for niche audiences, with offices in Lake Geneva and Madison. Nei-Turner publishes many of the major visitors guides in the state along with a suite of magazines that were launched or acquired, including *Chicago Style Weddings*, *Atlanta Style Weddings*, *Midwest Meetings*, *Wisconsin Meetings*, *At The Lake magazine*, *Experience Wisconsin*, *Lakeshore Living* and *BRAVA Magazine*. Nei-Turner manages web sites and social media channels for each magazine brand.

Job Summary

This position will assist the Publisher with various operational tasks. Our products are publications and digital advertising packages. Duties would include:

- Sales support: assist sales representatives with prospect lists, mailings and contract renewals.
- Help prepare for trade shows, launch parties and other events by ordering signage, giveaways, communication with vendors, organizing staffing, etc.
- Circulation: help manage local delivery drivers, make updates to databases of magazine subscriptions.
- Accounts Receivable: create invoices through our customer CRM (Ad Sales Genius) and send to customers; send payment reminders; set up and maintain automatic payment plans; follow up with slow paying customers. Meet weekly with Publisher and sales reps to review all accounts.
- File accounting paperwork and maintain magazine library.
- Help maintain online photo library and organize digital images and advertiser files.
- Assist with retail orders and subscriptions as needed.
- Experience with social media, graphic design or writing is a plus.

This position offers a flexible work environment based in the Lake Geneva, Wisconsin office. Approximate required hours per week are 30-40 hours in the office. School hours (9am to 3pm) are an option for this position.

Qualifications:

- College degree or equivalent coursework.
- Experience in a small business environment.
- Ability to interact and communicate politely, effectively and persuasively, with a high level of customer service, going above and beyond for our customers.
- Enjoy being part of a team, but willing to make independent decisions as needed.
- Highly organized with ability to deal with multiple projects and deadlines.

How to apply: Send resume and cover letter to Barb Krause at bak@ntmediagroup.com