



## Circulation Coordinator – Denver, Colorado

Weaver Multimedia Group, a well-established multimedia company serving the travel and tourism industry has an immediate opening for an entry-level, full-time Circulation Coordinator in the Denver, Colorado office. This position will report to the Director of Operations. The Circulation Coordinator will be responsible for: the daily, logistical management and ongoing data reporting functions for circulation and fulfillment in our markets in North America.

Typical daily responsibilities include:

- Relaying and documenting distribution requests
- Monitoring and reporting on inventory status, relative to goal
- Assembling shipping, distribution and fulfillment information into circulation plans
- Other responsibilities as assigned

Skills required include:

- Strong organizational skills, using MS Outlook
- Intermediate Excel skills required. Must be comfortable with data entry, organization of data, as well as creating basic formulas in Excel.

Skills desired include:

- Experience with databases, and database tools
- Previous experience with circulation, postal regulations and shipping management

We offer excellent benefits, including participation in our 401(k) and generous paid time off. The salary range for this position is: \$22,000-\$25,000 annually, depending on experience.

Please submit your cover letter and resume to: [jobs@weaver-group.com](mailto:jobs@weaver-group.com) referencing Circulation Coordinator in subject line. We are an equal opportunity employer. Learn more about Weaver Multimedia Group at: [www.weaver-group.com](http://www.weaver-group.com).