

—NEW ENGLAND— SHOWCASE

Fine Homes, Land, Condominiums, and Commercial Real Estate

P.O. Box 966, 14 Noahs Lane, Brattleboro, VT 05302-0996
Tel (802) 257-4387 ~ Fax (802) 257-1453 ~ showcase@howardprintinginc.com

New England Showcase is seeking a part-time Distribution Representative

New England Showcase is a premier real estate magazine published monthly by Howard Printing, Inc.

POSITION

Part-time distribution representative responsible for stocking and restocking the monthly *New England Showcase* real estate magazine. The routes include established sites in the four southern counties of Vermont (Rutland, Windsor, Bennington, and Windham), as well as along I-91 North, and in the bordering towns of New York, Massachusetts, and New Hampshire. This position's specific areas to be covered include the Vermont towns of Windsor, Bradford, Quechee, Killington, Rutland, Fairhaven, and Manchester, plus Granville, NY.

Specific responsibilities include:

- Stocking and restocking magazine distribution sites 2-3 days a month, following an established delivery schedule and distribution routes.
- Keeping a stock/restock log and submitting it after each day.
- Keeping a mileage log and submitting it after each day.
- Maintaining polite and helpful relationships with *New England Showcase* clients.
- Providing feedback to management.

QUALIFICATIONS/REQUIREMENTS

- Ability to lift and/or move boxes weighing 40 pounds.
- Ability to provide own reliable and insured transportation (e.g., van, SUV, or station-wagon able to carry 10-15 cartons of magazines).
- Availability to stock on/around the 1st day of every month and to restock, if needed, 7-10 days later. (Year-long schedule is predetermined and will be provided.)
- Good driving record.
- Motivated and dependable.

BENEFITS

- Hourly wage is \$12.
- Mileage reimbursement is 42¢ per mile.

TO APPLY

Please mail, email, or fax a completed application form (found on Howard Printing's website), the names of three references, a photocopy of your driver's license and proof of insurance, a description of the vehicle you plan to use (e.g., make, model, year, mileage), and your available start date. Applications will be accepted until position is filled.