



The Circulation Department has an immediate opening:

Field Supervisor

The Field Supervisor is responsible for providing excellent service to our home-delivered customers and alternative product recipients. You will work directly with District Managers, the Director of Delivery/Operations, and other supervisors to ensure all depots and independent contractors that serve the depots are managed.

Requirements: High School diploma or GED, knowledge of budgets, reliable vehicle, and a clean driving record. The successful candidate will have the ability to work with people, be a self-starter, have high-energy and great communication skills. Experience with Microsoft systems (Excel, Word, Outlook) are a plus. Some newspaper experience is preferred, and knowledge of streets in local communities is helpful. **MUST BE RELIABLE AND PUNCTUAL.**

Hours: Workday begins on or around 12:00 a.m., and weekends are included. Generally, two consecutive days off each week are provided, except OT for Holidays and as needed circumstances. 37.5 hours per week.

Interested candidates please go to Timesunion.com and at the bottom of the home page you will see “jobs at the TU” click on it and follow the instructions to apply.