

Distribution Manager (approximately 5 hours/month)

Requires:

- Transportation
- Ability to adhere to a predetermined schedule
- Basic knowledge of QuickBooks and Excel

Responsibilities:

- Generate mailing label file around the 15th of the month: generate file in QuickBooks, export file to Excel, edit file to remove all entries except paid subscriptions, complimentary subscriptions and display advertisers.
- Calculate number of copies needed for hand delivery. This is not exact but consists of local businesses, library, Village Store, Beach Club, Bay Club, visitor center, etc. A list is maintained in QuickBooks.
- Email mailing label file and number of copies needed for hand delivery to publisher.
- After the 25th of the month, print the “Hand Delivery - Multi Free Copy List” in QuickBooks.
- After receiving magazines from publisher, complete hand delivery to designated drop points. There are currently 18 stops and takes about 2 hours to complete.
- Pick up leftover copies at Port Ludlow post office after PO boxes have been filled.
- Maintain mailing label info in QuickBooks (subscriptions, free subscriptions, display ad customers).
- Maintain Hand Delivery info in QuickBooks.
- Trouble shoot problems when they are reported.

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