

**PROOFREADER  
STEELHILL STUDIOS  
GAUTENG**

**CORE PURPOSE OF THE JOB:**

Proofread English and Afrikaans material at all stages leading up to the final material, to ensure accuracy of content, whilst adhering to CI guidelines, thereby ensuring consistency across campaigns.

**KEY PERFORMANCE AREAS:**

- Ensure that all information is correct , specifically spelling and grammar to reduce errors and improve consistency
- Ensure that the product matches client brief, including proper description as per packaging as well as correct volume and image correspondence
- Ensure supplied translations are consistent where required
- Maintain high levels of communication within the team

**QUALIFICATIONS / EXPERIENCE:**

- Relevant tertiary qualification with at least 2 years copywriting experience
- Retail experience will be beneficial
- Excellent written English/Afrikaans, including excellent spelling and grammar
- High level computer skills

**BEHAVIOURS & ATTRIBUTES:**

- “Can do” attitude
- High attention to detail
- Client and quality focused
- Ability to deal with pressure
- Team player

The advert has minimum requirements listed.  
Management reserves the right to use additional / relevant information as criteria [careers@hirtandcartergroup.co.za](mailto:careers@hirtandcartergroup.co.za)  
**Closing date for applications is Tuesday, 18<sup>th</sup> January 2022.**