

## **SOURCING CONTROLLER**

**SILO**

**JHB**

### **CORE PURPOSE OF THE JOB:**

The Sourcing Controller will serve as a link between Account and Sourcing Coordinators, as well as imagery and operations and will be responsible for the channelling of sourcing up-to-date library imagery for both Brands or Retail in a timely manner and within the agreed service level agreements.

### **KEY PERFORMANCE AREAS:**

- Traffic and allocate all sourcing requests across the regions in an efficient manner.
- Obtain information from Silo MIS, initiate, and allocate sourcing lines timeously.
- Ensure that all lines assigned to Sourcing have the minimum information required to ensure correct and up to date imagery is added to the Silo product library.
- Regularly check the system for new sourcing requests
- Ensure that the agencies and retailers are supplied with correct images and data within the agreed upon deadline or SLA.
- Provide training as well as refresher training to all sourcing users when required.

### **QUALIFICATIONS / EXPERIENCE:**

- Relevant tertiary qualification with at least 2-3 years' experience in a similar role
- Knowledge of different software applications
- Advanced computer skills

### **BEHAVIOURS & ATTRIBUTES:**

- Self-motivated and energised
- High attention to detail
- Ability to manage multiple projects and deadlines.
- Strong communication skills
- Team player

The advert has minimum requirements listed.

Management reserves the right to use additional / relevant information as criteria [careers@hcg.one](mailto:careers@hcg.one)

**Closing date for applications is Tuesday, 31<sup>st</sup> October 2023.**