

**SOURCING COORDINATOR  
SILO  
DURBAN**

**CORE PURPOSE OF THE JOB:**

The Sourcing Coordinator will be responsible for sourcing using the MIS system and for updating the product image library.

**KEY PERFORMANCE AREAS:**

- Sourcing and or receiving of images and samples and the correct data that goes with each product within specified timelines
- Accurate updating/recording of information on required systems
- Investigating and resolving customer problems efficiently
- Providing appropriate daily Image status reports

**QUALIFICATIONS / EXPERIENCE:**

- Relevant tertiary qualification with at least 2-3 years' experience in a similar role
- Previous experience working in the Marketing or related Advertising fields will be beneficial
- Basic computer skills

**BEHAVIOURS & ATTRIBUTES:**

- High attention to detail
- Team player
- Excellent time management skills
- Service driven
- Ability to work under pressure

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 Monday, 19<sup>th</sup> February 2024.**