

**SOURCING CONTROLLER
HIRT & CARTER
CAPE TOWN**

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

Closing date for applications is Friday, 28th June 2024.