

**RETAIL PROOFREADER
HIRT & CARTER
DURBAN**

CORE PURPOSE OF THE JOB:

The Retail Proofreader will be responsible to review content, identify and correct grammar, spelling, punctuation, and syntax errors. The incumbent will 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:

- Displays an excellent understanding of client-specific CI/guidelines/templates, and marks them consistently, as well as individual campaign-specific CIs/toolkits to ensure that inconsistencies are avoided
- Ensure all information is accurate (i.e. current theme, disciplines, product descriptions, prices and mandatory inclusions) and correct spelling, grammar and consistency at all times
- Ensure the product matches client brief, including proper description as per packaging as well as correct volume and image correspondence
- Ensure accurate translations where required
- Ensure content meets the desired quality standards by checking the style, tone and structure
- Ensure deadlines are met consistently

QUALIFICATIONS / EXPERIENCE:

- Matric + bachelor's degree in a related field – English, Communications or Journalism with a minimum of 2 years' experience in copywriting
- Retail experience is essential
- Excellent written English/Afrikaans, including excellent spelling and grammar
- Excellent computer skills

BEHAVIOURS & ATTRIBUTES:

- Self-managed
- Ability to follow instructions
- Strong communication skills
- Ability to work under pressure
- 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 Wednesday, 10th July 2024.