

**CONTENT TRAFFIC COORDINATOR
HIRT & CARTER
CAPE TOWN**

CORE PURPOSE OF THE JOB:

To assist in Content pipeline management and ensure that content meets the client and company's standards, and is completed within the agreed SLA.

KEY PERFORMANCE AREAS:

- Monitor the progress of content process and ensure delivery/syncing to retail teams within SLA
- Assist in updating Retail trackers per division for SRC
- Error report analysis and investigation – resolving customer/system rejections and errors
- Timeous resolution of content and image queries from content and retail team
- Pre-load checks for received content requests
- Creation, prioritisation and assignment of tasks within the content workflow

QUALIFICATIONS / EXPERIENCE:

- Relevant tertiary qualification with at least 1 to 2 years in a fast-paced ecommerce content environment
- Experience with resource allocation, monitoring and reporting
- Workflow management processes and tools
- Knowledge of ecommerce data/image standards/processes
- Advanced computer skills

BEHAVIOURS & ATTRIBUTES:

- High attention to detail
- Service driven
- Self-motivated and self-disciplined
- Exceptional time management, metric and deadline-driven
- Systems and standards orientated
- 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 Monday, 19th August 2024.