

**ADVERTISING COORDINATOR  
STEELHILL STUDIOS  
JOHANNESBURG**

**CORE PURPOSE OF THE JOB:**

Through a solid understanding of the retailer's workflow, Brand CI and timelines, the Advertising Coordinator manages all the retailer' promotional material through the Retail Management System (RMS) within specified timeframes.

**KEY PERFORMANCE AREAS:**

- Loading and managing of client briefs and changes within RMS, complying with strict deadline dates
- Ensure accurate data and information input into system for work schedule, reports and brief outputs
- Ensure consistent communication and liaise with other departments, agencies and the client to ensure optimal service levels are maintained
- Clear communication through tracking on each task/job via daily status updates and RMS
- Quality assurance of data uploaded into system and output
- Report and track Critical Path Timelines on the system

**QUALIFICATIONS / EXPERIENCE:**

- Relevant tertiary qualification with at least 2 - 5 years' experience in Retail Advertising
- Project management skills will be beneficial
- Advanced computer skills (Apple Mac, Excel, Chase and Word is essential)

**BEHAVIOURS & ATTRIBUTES:**

- Accuracy and quality focused
- Resilient to criticism/rejection
- Work with multiple projects and priorities
- Dependability
- 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 Friday 24<sup>th</sup> January 2025.**