



## JUNIOR MARKETING ASSISTANT

### ***PRIMARY PURPOSE***

The purpose of this position is to assist the marketing and communications department in managing administrative tasks, responding to member queries, and supporting event marketing efforts.

### ***KEY RESPONSIBILITIES***

- Assist in the distribution of posters for both digital and print platforms.
- Support with the distribution of screen signage, posters, and event videos.
- Respond to and troubleshoot online queries from members.
- Assist in design basic menu layouts and creating PowerPoint presentations.
- Develop content for Club events such as programmes and event menus.
- Capture images of Club events and activities for use in Club communications.
- Assist in creating video content by covering various events around the Club.
- Build and maintain a database of video and image content for future use.
- Update events and Club information on various communication channels.
- Manage the Club's WhatsApp groups and social media channels as required.
- Assist members with log-in issues and other web-based inquiries.

### ***PERSONAL ATTRIBUTES & SKILLS***

- Excellent interpersonal and communication skills
- Strong attention to detail and accuracy
- Self-motivated, highly organised and can prioritize deadlines,
- strong computer skills,
- outgoing, energetic and excited to learn and grow skills,
- hobbies including photography/videography (advantageous).
- Must have own reliable transport.

## ***MINIMUM / PREVIOUS EXPERIENCE***

- 1–2-year experience in Marketing

## ***QUALIFICATION***

- Minimum Matric
- Diploma/Certificate in Digital Marketing (preferred)

## ***PROPERTY***

- Auckland Park and Woodmead

**APPLY NOW!**

## ***APPLICATION PROCESS:***

Interested employees must complete the application form and submit with their CV's to [careers@ccj.co.za](mailto:careers@ccj.co.za) by no later than **25<sup>th</sup> October 2024**.