



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
- Experience in photography, videography and/ or content creation advantageous

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 by no later than **1st June 2026**.