



VACANCY ADVICE

Marketing Coordinator

Grand Gaming Mpumalanga (RF) (Pty) Ltd would like to recruit a Nelspruit based Marketing Coordinator in their Commercial Department. The ideal candidate would be a self-driven and focused individual, with at least 3 years' proven marketing experience. This position reports to the Commercial Manager, Grand Gaming Mpumalanga (RF) (Pty) Ltd.

RESPONSIBILITIES OF THE POSITION INCLUDE BUT ARE NOT LIMITED TO:

- Setting up and optimizing company pages within each social media platform
- Building and executing social media plan/strategy through competitive research
- Administration and co-ordination of all departmental purchases
- Ordering and maintaining stationary, promotional and operational stock
- Minute taking
- Collation and submission of weekly departmental operations reports
- Overseeing and managing the hosting of guests at the off-site events
- Overseeing and managing the administration of sporting sponsorships
- Co-ordination and provision of information to advertising/activation agencies
- Co-ordination of staff conferences
- Maintenance of information on venue database
- Co-ordination of Area Manager's travel and weekly schedule

QUALIFICATIONS, EXPERIENCE, SKILLS AND KNOWLEDGE REQUIRED

- Grade 12 and Marketing Diploma / Certificate
- Excellent administrative and report writing skills with proficiency in MS Word Power Point and MS Excel
- English with a regional language would be advantageous
- Working knowledge and experience with social media at a corporate level
- Workable knowledge of Events coordinating
- Displays strong organisational skills
- Displays attention to detail
- The ability to work after hours and weekends and attend promotions when required
- The ability:
 - To express potential through adaptability, initiating action, work standards & innovation
 - To interact effectively through communication, building customer loyalty and trust, negotiation and gaining commitment
 - To achieve goals by contributing to team success, follow-up, and facilitating change

Interested parties should email a detailed CV to recruit@sunslots.co.za by end of business on, Friday 13 May 2022

Equity

Preference will be given to applicants from designated groups in line with the provisions of the employment Equity Act, No. 55 of 1998, as amended, Sun Slots internal recruitment policy and unit specific employment equity plans

POPIA Statement

Please note that when applying for any position, reference checks will be completed and personal information as defined in the Protection of Personal Information Act 4 of 2013 will be processed. In applying for this position, applicants will be deemed to have consented to such processing as defined in the Privacy Statement

Please note that should you not be contacted within 1-month after the closing date of this advertisement, please accept that your application has been unsuccessful