

VACANCY

Position: Sales and Marketing Co-ordinator
Reporting to: Sales & Marketing Manager
Location: Johannesburg
Reference number: SMO/PAN/180817

Purpose of the position:

To ensure effective communication between marketing and sales departments in addition to communicating with the relevant supplier sales and marketing teams. Co-ordination and planning relating to all retailer marketing and consumer marketing material.

Requirements:

- Relevant tertiary qualification (advantageous)
- Strong IT skills: Microsoft Office essential. Mailchimp, WordPress, Prezi, Calibre, Sigil, Adobe recommended
- Previous experience in a marketing role (advantageous)
- Strong organisational & administrative skills
- Excellent communication and presentation skills
- Ability to work quickly and well under pressure
- Strong attention to detail
- Understanding of marketing & sales procedures
- Fast self-learner
- Driver's license

Responsibilities:

- Regular and effective customer liaison and roll out of agreed marketing plans
- Creation and updating of marketing diary for the year with all relevant information
- Compiling reports on various marketing campaigns and brand authors
- Liaise and update sales team and customer services with any marketing / promotional activity
- Communication and negotiation with suppliers and approval from relevant publishers on all POS material
- Create accurate monthly sub packs timeously & manage the diary appointment schedule
- Creation of key title schedule
- Creating monthly mailchimp mailers for mail order customers
- Compile SOFs when required
- Creation of accurate and relevant monthly newsletters and management of the database
- Loading titles on website

APPLICATIONS: Employees who are interested in this position and who meet the requirements, may forward their CVs to Cheryl Samson in the HR Department to recruitment@macmillan.co.za. If you have not been contacted within a **three-week** period after the closing date / interview, please consider your application unsuccessful.
Closing Date: 18th August 2017. NB: In terms of meeting the Company's goals with respect to Employment Equity, people with disabilities are encouraged to apply.