



Job Title: Temporary Marketing Assistant

Job Type: Temporary

Duration: 22 January 2024 to 31 March 2024

As a Temporary Marketing Assistant, you'll be a vital part of our marketing team, supporting various tasks and projects. Collaborating closely with EWSETA's marketing professionals, you'll contribute to executing marketing campaigns, analysing data, and facilitating day-to-day marketing operations.

Key Responsibilities:

- Support email marketing campaigns by preparing templates and managing subscriber lists.
- Update databases with changes to SETA and associated details.
- Perform clerical duties, such as filing, storeroom control, and departmental liaisons.
- Maintain up-to-date customer bases, call lists, and activities, providing regular updates to superiors.
- Assist in distributing marketing materials, including brochures, flyers, and promotional items.
- Organize and coordinate marketing events and trade shows including set up and strike of events when required.
- Represent the company at Career Awareness days across the country and engage with learners.
- Manage marketing stock and dispensing of branded collateral.
- Assist with drafting event schedules and coordinating logistics.
- Provide administrative support to the marketing department, including data entry, file management, minute-taking, procurement administration, travel arrangements, and scheduling meetings and all meeting requirements i.e. venue booking, catering, audio-visual etc.
- Collaborate with cross-functional teams to align marketing initiatives with company goals.
- Basic Graphic design of communication and marketing elements.
- Social media management.
- Attendance at career guidance events.
- Basic copywriting.
- Assist with reception duties when the receptionist requires ad hoc assistance or is off from work, including answering calls and assisting clients.

Mandatory Requirements:

- Minimum of a Diploma in Marketing, Communications, or related field Certified qualification in graphic design and layout (InDesign, Canva, Illustrator, Coral Draw proficient)
- Minimum 2 years of marketing and communication experience
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint). Basic knowledge of social media platforms and email marketing tools.
- Detail-oriented with strong organizational skills.
- Ability to work independently and as part of a team.
- Positive attitude and eagerness to learn.
- Valid Code 8 Driver's License.

This position reports to the Marketing Manager/Executive.

Interested candidates should submit their application, qualifications, and a brief cover letter detailing their suitability for this role and availability. Apply here to newrecruitment@ewseta.org.za

Please include "Temporary Marketing Assistant Application" in the subject line of your email.

Application Deadline: Tuesday, 16th January 2024 at 4:30pm.