

VACANCY

BRAND SOURCING COORDINATOR SILO – DURBAN

CORE PURPOSE OF THE JOB:

The Brands Sourcing Coordinator will be responsible for the sourcing of all up-to-date brands using the MIS system for suppliers that are contracted with the business.

KEY PERFORMANCE AREAS:

- Liaise with suppliers to obtain the correct samples, data and images within the 48-hour turnaround time
- Extensive record keeping of all samples received and returned for invoicing purposes
- Communicate deadlines and client instructions to all relevant parties thereby mitigating time loss and inaccuracies
- Customer assistance by investigating and resolving customer problems timeously
- Accurate updating/recording of information on required systems

QUALIFICATIONS / EXPERIENCE:

- Matric + relevant qualification with previous experience working in the marketing or related adverting fields would be beneficial
- Knowledge of different software applications & computer skills pc / mac

BEHAVIOURS & ATTRIBUTES:

- “Can do” attitude
- Communication and problem-solving skills
- Organizational skills
- Team player

The advert has minimum requirements listed.
Management reserves the right to use additional / relevant information as criteria careers@hirtandcartergroup.co.za
Closing date for applications is Friday 30th August 2019

