

**ADVERTISING COORDINATOR
STEELHILL STUDIOS
GAUTENG**

CORE PURPOSE OF THE JOB:

Through a solid understanding of the retailer's workflow, Brand CI and timelines, the Advertising Coordinator manages all the retailer's promotional material through the Retail Management System (RMS) within specified timeframes.

KEY PERFORMANCE AREAS:

- Loading and managing of client briefs and changes within RMS, complying with strict deadline dates
- Ensure accurate data and information input into system for work schedule, reports and brief outputs
- Ensure consistent communication and liaise with other departments, agencies and the client to ensure optimal service levels are maintained
- Clear communication through tracking on each task/job via daily status updates and RMS
- Quality assurance of data uploaded into system and output
- Report and track Critical Path Timelines on the system

QUALIFICATIONS / EXPERIENCE:

- Relevant tertiary qualification with at least 2 - 5 years' experience in Retail Advertising
- Project management skills will be beneficial
- Advanced computer skills (Apple Mac, Excel, Chase and Word is essential)

BEHAVIOURS & ATTRIBUTES:

- High attention to detail
- Strong communication and organisational skills
- Deadline driven
- Ability to work under pressure
- Team player

The advert has minimum requirements listed.
Management reserves the right to use additional / relevant information as criteria.

Email: careers@hc.co.za

Closing date for applications is Friday, 26th June 2026.