

**POS COORDINATOR
HIRT & CARTER
DURBAN**

CORE PURPOSE OF THE JOB:

To act as the key liaison between the Client, Sales, and Print Production teams, ensuring all artwork meets required standards, is accurately processed, and delivered within agreed timelines.

KEY PERFORMANCE AREAS:

- Accurately process POS orders on the system within agreed timeframes
- Brief estimators on campaign, ad hoc, and weekly production requirements, and prepare costing grids for client approval to facilitate the timely receipt of purchase orders
- Timeously convert quotes to jobs on the system once the PO is received
- Resolving queries on cost estimates with the client as well as managing production and delivery deadlines
- Maintaining workflow with production team
- Maintain excellent customer service standards
- Provide reports to management as and when required

QUALIFICATIONS / EXPERIENCE:

- Relevant tertiary qualification will be beneficial, Matric is a minimum requirement with at least 1-2 years' experience in a similar role
- Understanding of the production process, procedures and workflow
- Basic computer skills

BEHAVIOURS & ATTRIBUTES:

- High attention to detail
- System orientated
- Service driven
- Strong communication skills
- 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, 19th June 2026.

HIRT AND CARTER (PTY) LTD

P O Box 74363, Rochdale Park, 4034. www.hirtandcarter.co.za

Durban 22 Tottum Road, Cornubia Industrial Business Estate, Ottawa South, Durban, 4339. Tel: +27 31 492 9000

Cape Town 21 Bree Street, Cape Town, 8001. Tel: +27 21 492 7500

Johannesburg Heaton Lane, Longlake 20, Modderfontein, 1609. Tel: +27 10 494 4000