



## V A C A N C Y

### **PUBLIC RELATIONS OFFICER**

*The above-mentioned position based at Boksburg and reporting to the Marketing Manager has become available.  
Preference will be given to suitably qualified Previously Disadvantaged Individuals.*

#### **PURPOSE:**

This position reporting to the Marketing Manager, would be to assist the Marketing Manager by coordinating all Events, Advertising, Branding and brand assurance efforts, and all digital promotional activities along with the administrative duties that come with it. Successful applicant is to ensure that all duties are carried out in compliance with ELB Equipment's processes and procedures, to ensure auditability, accurately, and professionalism.

#### **KEY JOB FUNCTIONS:**

##### **Responsibilities**

- Organizing and Coordinating all external facing company events
- To act as the central point of contact between Media agent and ELB Equipment, and coordinate the Marketing Schedule set forth by the Marketing Manager.
- Organizing and coordinating of all editorials set forth by same media schedule
- Drawing up adverts using templates set forth in line with established Brand Identity Guidelines
- Full Ownership of all reconciliations for Orders relating to own duties
- Full ownership and all logistics and supply chain of own duties
- Creating and maintaining all literature and brochures relating to products and company in line with established Brand Identity Guidelines
- Creating and maintaining Company Literature in line with Brand Identity Guidelines
- Creating and maintaining Company Forms in line with Brand Identity Guidelines
- Coordinating and capturing all product labelling efforts such as equipment labelling and stores packaging, in line with established Brand Identity Guidelines
- Assuring all other branding efforts within the company are done in line with established Brand Identity Guidelines
- Strict self-regulation on safeguarding brand identity

##### **Leadership - Self**

- Self-driven and motivated for self-improvement
- Positive, creative and committed to department, company, and customers
- Driven by continuous improvement in own, and departmental results

## **Planning & Monitoring**

- Strong IT literacy
- Time Management Skills
- Strong communicator, committed to weekly reporting and proactive in feedback communication

## **Supplier and Customer Relationships**

- Strong individual that strives to improve customer service both internal and external
- Creative, ethical and diplomatic in finding solutions mutually beneficial to all stakeholders
- Serious about deadlines
- Strong negotiator with business acumen

## **QUALIFICATIONS & EXPERIENCE:**

- Matric Certificate or Equivalent
- Strong English vocabulary
- Basic accounting skills
- Experience in the Supply Chain environment with Expediting responsibilities
- Basic understanding of Corporate Processes and Procedures
- Knowledge of any CRM would be an advantage
- Extensive verbal, written and communication skills in English and Afrikaans
- Strong IT literacy, especially in Outlook, Word and Excel
- Preferable:       Microsoft Office Word Level 2  
                          Microsoft Office Excel Level 2

## **PERSONAL ATTRIBUTES:**

- An individual serious about self-sustainment through adding value innovatively
- Proactive, punctual, disciplined and committing with ownership
- Goal orientated and serious about personal growth
- Ability to work effectively under pressure whilst building a strong team orientated, diplomatic environment
- Sound interpersonal communication skills (internal and external liaison)
- Willing to work unsociable hours to meet deadlines, when required

*Candidates that are Interested and are Suitably qualified are encouraged to apply by forwarding a copy of their application form and supporting CV's to Athelia Hattingh in the HR, or by e-mail on or before **29 March 2019**, late applications will not be considered. Related enquiries can be directed by telephone on Ext 730. If you have not had a response a week after closing date please deem your application as unsuccessful.  
Issue date: 15 March 2019.*