

## EXTERNAL ADVERTISEMENT

*Suitably qualified internal candidates are invited to apply for the following position:*

**POSITION: Events & Exhibitions Coordinator (Reporting to Marketing and Communications Manager)**

**SALARY PACKAGE: R20 000.00 – R25 000.00**

### **Key Roles and Responsibilities:**

1. Coordinate Proudly SA events, exhibitions & promotions
2. Responsible for all arrangements/planning leading up to, during and after the event/exhibition (including branding & marketing material)
3. Manage and liaise with service providers
4. Preparation of event budgets
5. Prepare communiques or circulars informing regarding upcoming events, exhibitions & promotions
6. Coordinate involvement of members the events /exhibitions
7. Distribution of customer satisfaction surveys after each event/ exhibition and the collating the feedback received into reports
8. Implement marketing plans to support all Proudly SA internal and external activities as well as promotion of the Proudly SA brand, products and services
9. Adherence to organisational procedures & policies
10. Development and submission of reports (weekly, monthly, annually, project plans, close out reports and ad hoc)
11. Performs miscellaneous other appropriate duties assigned

### **Minimum Requirements:**

- An appropriate recognised degree/equivalent qualification
- Relevant exposure to organising events, exhibitions & projects
- Personable with excellent verbal & written communication skills

- Excellent presentation skills
- Strong stakeholder relationship skills
- Excellent organisational skills, with experience of planning own workload to meet deadlines
- Excellent administration skills
- Financial acumen and ability to report on event costs
- Ability to gather data, compile information and prepare reports.
- Knowledge and understanding of meeting and event planning principles, requirements, procedures and available resources.
- Ability to perform complex tasks and to prioritise multiple projects with skills in organising resources.
- Proficient using the latest versions of Microsoft Word, Excel, PowerPoint, Access, and mail merges and web searches.
- Ability to plan organise and facilitate a range of special events.

Applications with CLEAR name of the position applied for may be submitted for the attention of the **HR and Support Manager: Kelebogile Masuku** by e-mail to [recruitment@proudlysa.co.za](mailto:recruitment@proudlysa.co.za)

**CLOSING DATE: 13 September 2019**

**If you have not been contacted 2 weeks after the closing date of this advertisement, please consider your application as unsuccessful. Correspondence will only be limited to short-listed candidates. Proudly SA reserves all the rights NOT to fill this position.**