

Form: HRRF5 10/14	HR Department	Compiled by: L Schutte
Effective Date: 1 October 2014	Revision: 0	Approved by: L Labuschagne
Title: Standard Advertisement Template		



PRETORIA OOGINSTITUUT
PRETORIA EYE INSTITUTE
Africa's 1st Private Eye Hospital

CAREER OPPORTUNITY: MARKETING & COMMUNICATIONS COORDINATOR

This position reports to: Chief Executive Officer

PURPOSE:

The successful candidate will Develop materials and interact with internal and external customers to provide marketing and communication support to the business and to communicate with the media.

Key Performance Areas:

- Media Liaison
- Social Media
- Administration
- Client liaison
- Functions

Requirements:

- Diploma/Degree in Marketing or Public Relations is essential.
- Computer proficiency using a variety of software packages, such as Microsoft Word, Outlook, Power point, Excel
- At least 5 year experience in a similar position.
- Experience in graphic design, desktop publishing and website/social media support will be important.
- Experience in a related industry will be an advantage.

Competencies:

- Discretion
- Confidentiality
- Written and Verbal Communication
- Service Orientation
- Planning, organising
- Time management
- Problem solving
- Value diversity
- Resilience
- Assertive and confident
- Personable Demeanour

Interested, suitably qualified applications, including a comprehensive CV, cover letter and copies of qualifications can be forwarded to Shelldonette at shelldonette@eyeinstitute.co.za
(Internal candidates are reminded to discuss their applications with their line managers prior to submitting their CVs)

Closing date: 17 July 2017

Only short-listed candidates will be contacted. If you have not heard from us within 15 days of the closing date, please accept that your application has been unsuccessful. The Pretoria Eye Institute is an equal opportunity Employer.

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