

## MARKETING & EVENTS ASSISTANT

### 1. POSITION INFORMATION

POSITION TITLE:	Marketing & Events Assistant
DEPARTMENT:	Marketing
PROVIDING SERVICE FOR:	Ulwazi Holdings Group & all its subsidiary entities
POSITION LOCATION:	Head Office, Midrand
MANAGER'S TITLE:	<b>MARKETING &amp; EVENTS MANAGER</b>
TYPE OF POSITION:	Full Time

### 2. GENERAL PURPOSE

Reporting to the Marketing & Events Manager the incumbent will assist with all Internal and External Marketing Events, brand management, promotions, CSI initiatives and catering events.

### 3. INHERENT REQUIREMENTS (EDUCATION, KNOWLEDGE & EXPERIENCE)

- Qualification with Marketing advantageous
- At least 1-2 years marketing and event experience
- MS Office and relevant software applications
- Valid driver's license and own vehicle ( - will be advantageous)
- Able to work long hours and week-ends as required

### 4. KEY COMPETENCIES (SKILLS, KNOWLEDGE & ATTRIBUTES)

- Good communication skills
- Strong organising and time management skills;
- Problem-solving and decision-making;
- Persuasiveness;
- Adaptability and flexible
- Innovative;
- High Stress tolerance and able to perform under pressure
- Deadline driven;
- Excellent inter-personal skills (must love people)
- Client Relationship Management

### 5. MAIN JOB DUTIES & RESPONSIBILITIES

- Assist in Overseeing the communication activities of Ulwazi Group.
- Assist in Co-ordination of marketing, advertising and promotional staff and activities;

- Liaising and building relationships with a wide range of stakeholders, e.g. clients, suppliers and colleagues, etc.
- Assist in Preparing photo and DVD shoots for the company (where necessary);
- Oversee the production of marketing materials, including leaflets, posters and flyers
- Arranging for the effective distribution of marketing materials;
- Maintaining and updating of mailing and guest/clients databases;
- Assist in Organising, planning, execution and attending all internal and external events and exhibitions;
- Carrying out market research and client surveys to assess demand, brand positioning and awareness of the services of Ulwazi Group and all its entities;
- Evaluating and organising marketing campaigns and events;
- Adhere to budgets;
- Assist with all Corporate Social responsibility projects;
- Assist with Maintenance and improvement of corporate image and identity;
- Assist with public relations in order to promote a positive image of the company;
- Assist with effective internal Ulwazi Group communication;
- Assist with Any other ad hoc duties as reasonably instructed and expected by management.
- Responsible for the execution of Cindy's Kitchen catering and events through the following:
  - Ensure sufficient resources in terms of manpower, equipment and food as required
  - Ensure all organising, planning and controlling of all Cindy's kitchen events
  - Supervise the team at all catering events
  - Liase with suppliers and clients as required