

DESIGN & ADVERTISING
BRAND IDENTITY
CORPORATE IDENTITY
WEBSITE DEVELOPMENT
STRATEGY
PROMOTIONAL GIFTS



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Remuneration	R 6500 per month basic salary
Location	Cape Town, Claremont
Education level	Diploma
Job level	Junior
Travel requirement	None
Type	Permanent
Reference	#BDProDec2019
Company	Brandesign Group

Company Description

Brandesign is an advertising and investor communications agency, focused on brand and campaign development as well as Investor Communications. We hold to the motto: Think, Plan, Design, Execute.

Job description

Brandesign, a Claremont based Advertising, Branding and Investor Communications agency, has a vacancy for an administrative co-ordinator

As a critical part of this dynamic team, you will be responsible for ensuring that our clients continue to receive the top class service they are accustomed to. Working closely with the project manager, you will ensure that the administrative duties around all aspects of active projects are completed on time.

Your duties will include:

- Quotations – Produce and Update quotations based on client briefs submitted.
- Invoicing – Produce and update invoices on behalf of the company and liaise with clients in order that these are received and actioned as required.
- Reception – handling telephone duties as and when required

Requirements

- Administratively Strong
- Excellent written and verbal communication skills
- Computer literacy - MS Office (Word; Excel; Outlook)
- Familiar with Harvest time management tool (not essential)
- Detail orientated

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Interested Candidates to forward:

2 page CV, together with covering letter and any references to recruitment@brandesign.co.za – please consider your application unsuccessful if we have not contacted you within 10 days of your submission.