

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



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Remuneration	R 7000 per month basic salary
Location	Cape Town, Claremont
Education level	Diploma
Job level	Junior
Travel requirement	Occasional
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 a Junior Project Manager.

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 Studio Manager and his team, you will ensure that projects are successfully seen through from brief to execution and final closure.

Your duties will include:

- Schedule and manage the production process within the studio including timing, project deliverables and coordination of outwork requirements,
- Create and maintain the project schedule/status reports,
- Proactively manage projects according to the client brief and agreed budgets,
- Attend required client briefings when required.

Requirements

- Project Management skills
- 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.