

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



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Remuneration	R11500 - R15500 per month negotiable basic salary
Location	Cape Town, Claremont
Education level	Diploma
Job level	Mid
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 has as a vacancy for a Mid Level 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
- Produce quotations based on client briefs
- Create and maintain the project schedule/status reports
- Proactively manage projects according to the client brief and agreed budgets
- Attend required client briefings as required
- Ensure that all work is billed accurately and on time, based on agreed estimations

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 (advantageous)
- Detail orientated
- Previous advertising/design studio experience essential

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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.