



Marketing Database and Administrative Assistant

Law Marketing

Reporting to: Marketing Manager: Law

Location: Claremont

The incumbent will provide database, communications and administrative support for Law Marketing. The Marketing and Database Administrator is responsible for the general administrative function of the department and Customer Marketing Database Management.

Responsibilities:

- Marketing database administration and updating
- Marketing communications support
- Office Management and administrative support

Competencies:

- Degree/Diploma in Office Management or Marketing required
- Diploma in Information or Database Administration advantageous
- 3 years relevant experience
- Advanced skills in Microsoft Office suite
- Bookmaster experience advantageous
- Website content management experience advantageous
- Working understanding of the Consumer Protection Act and Protection of Personal Information Act advantageous

Attributes:

- Excellent planning, organising and work management
- Excellent quality orientation and attention to detail
- Excellent communication skills, both verbal and written
- High level of initiative and follow up
- Good customer service orientation
- Good teamwork/collaboration ability, especially with internal colleagues
- Ability to work under pressure and to tight deadlines
- Ability to multi-task
- Good work ethic

We offer a competitive and market related remuneration package, commensurate with experience. To apply, please email your letter of application and CV to recruitment@juta.co.za by 27 June 2014. This appointment will be made in line with Juta's employment equity plan. Should you not receive a response by 7 July 2014, please consider your application to be unsuccessful.

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