



## Employment opportunity: Marketing assistant

Established by the Toyota SA Educational Trust in 2018, TWIMS has a formal academic partnership with the Gordon Institute of Business Science at the University of Pretoria and is in the process of building a dynamic range of post graduate academic and short course programmes at its state-of-the-art campus in Kloof, Durban. Visit [www.twimsafrica.com](http://www.twimsafrica.com) for more information on the Institute.

TWIMS is presently looking to recruit a Marketing Assistant. The ideal candidate will have a graduate-level marketing qualification, excellent digital skills, 2-3 years of relevant experience, and a passion for post graduate education. Competitive remuneration is offered, along with the opportunity to develop rapidly in a new, vibrant institute determined to positively shape manufacturing leadership in Sub-Saharan Africa.

### Job description

1. Support TWIMS' academic marketing programmes
2. Working with our digital media partner, ensure TWIMS' website and social media impact and functionality
3. Maintain TWIMS' physical signage and stationery
4. Provide support for the development of TWIMS physical and online brochures
5. Compile print and digital adverts
6. Electronically store TWIMS' marketing material
7. Provide any other marketing support that may be required by TWIMS' Executive Director
8. Plan, execute and take responsibility for TWIMS' marketing budget

### Interested?

If you would like to apply for the position, please send a 2-page CV, as well as your academic transcripts (detailing courses taken/marks achieved) to [cheneemaclou@twimsafrica.com](mailto:cheneemaclou@twimsafrica.com). The position will be filled as soon as a suitable candidate is found, with the starting date for the position being the 1<sup>st</sup> of July or 1<sup>st</sup> of August 2020.