

# Marketing Assistant

## Itec Free State

VACANCY

### Duties will include but not limited to:

- Marketing & Finance Administration: manage marketing-related finance processes including quotes, purchase orders, etc.
- Work closely with the head office marketing team to support integrated campaigns.
- Manage branding for events and ordering of promotional stock for Itec Free State.
- Contribute to marketing planning, campaign ideation, and continuous improvement initiatives.
- Organise and coordinate events, golf days, etc, to promote our brand and products.
- Design visually appealing and impactful materials that align with our brand identity (posters, social media posts etc.)
- Manage and maintain our social media presence across LinkedIn & Facebook, including creating and scheduling posts, responding to comments and analyzing engagement metrics

### Candidate Requirements:

#### QUALIFICATIONS

- National Senior Certificate / NQF 4 or higher.

#### ESSENTIAL EXPERIENCE

- Minimum of 2 years of experience in a similar role.
- MS Office (Outlook, Word, Excel, PowerPoint).
- Strong administrative and organisational capability.
- Understanding of basic marketing principles.
- Familiarity with social media platforms.
- Ability to design on platforms such as Canva, PowerPoint, InDesign and Photoshop.
- Willingness to travel and work overtime when required.



Kindly send detailed CV's to  
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