



Job title: Production coordinator

Department: Working across E-Commerce, Events & Activations

Reporting to: Producer

Location: WFH until further notice

To support all parts of events and activations production process, e-commerce and other team related requirements in the office and onsite.

QUALIFICATIONS & EXPERIENCE

- At least an undergraduate qualification in communications, marketing or business studies.
- Strong hands on experience in events and activations.
- Have a full South African driving licence (ideal but not mandatory)

SKILLS (NON-NEGOTIABLE)

- Good command of English (additional languages will be an added advantage)
- Excellent administrative skills
- Highly organised with a good eye for perfection
- Able to work under pressure
- Able to communicate effectively both verbally and in writing
- Punctual and willing to work outside normal office hours as and when required
- MUST be computer literate with full Microsoft Suite



CHARACTERISTICS

- Easy to work with (this is a MUST)
- Must be a grafter
- Must be "SWITCHED ON" with a can-do attitude
- Willingness to learn new skills and develop existing ones
- Self-motivated with the ability to work individually and as part of a wider team to deliver under pressured environment
- Highly diplomatic
- Quick to understand and interpret a brief and requirements
- Positive attitude towards challenging situations and multi-tasking
- Focused on consistently providing high service levels to clients
- Must be committed to live our AIRE company values

REQUIREMENTS

- Honesty in dealing with cash and finances
- Building and maintaining relationships
- Innovation and change management
- Thinking adaptability
- Taking ownership
- Clear criminal record
- Microsoft – computer proficiency
- Ability to communicate effectively
- Knowledge of current retail and lifestyle trends



FUNCTION

Production

- Assist producers to plan and execute campaigns as per annual plans
- Supplier coordination – Establish and maintain good working relationships
- Traffic management between own projects and other divisions
- Source and process quotes and invoices
- Assist with recon of budgets and handling petty cash
- Assist to develop project plans, schedules, call sheets and reports
- Attend stakeholder meetings with producers and take notes to inform strategy and business plans
- Assist to prepare tender documents and submissions
- Set up production meetings and coordinate diaries
- Onsite production management (hands on)

E-Commerce

- Oversee day-to-day operations for E-Commerce
- Manage and maintain order fulfilment processes and customer service
- Work collaboratively with management and support teams on E-Commerce development projects
- Create and update products and pricing for E-Commerce
- Stock monitoring and replenishing
- Implement promotions and images for shops and E-Commerce
- Investigate and report any operational and technical issues arising
- Prepare monthly sales reports and analysis to present performance of all E-Commerce areas to management



Red Switch
Marketing Communications

- Exceed customer expectations by practicing customer selling techniques
- Ensure individual targets are met consistently
- Ability to maximise and drive sales by identifying opportunities to increase turnover
- Maintain housekeeping, uphold our visual merchandising standards in order to optimise sales
- Create an inspiring environment

This list is not exhaustive, and you will be expected to work flexibly and undertake other such duties as the management may, from time to time reasonably require.