



nampost®

Vision: To always be the best at what we do!

VACANCY

MARKETING COORDINATOR

Division: Marketing

Department: Marketing, Business Development & Communications

Office: Windhoek, Head Office (x1)

Primary purpose of position

The incumbent is responsible for developing marketing plans and executing projects/initiatives that support the broader and long-term marketing strategy. This involves the coordination of projects as well as providing specific support services in advertising and promotions to operational staff in line with parameters set by broad guidelines and the image manual. Furthermore, to provide the full scope of design, advertising, publishing, solutions to the internal and external stakeholders. Responsible for tracking and improving customer service at NamPost.

Additionally, the incumbent is expected to coordinate all Digital activities, with the responsibility for driving quality traffic to the brand through development and stay abreast of competitors digital platforms and new trends developments to provide advice to the Management team on business opportunities and threats.

Key Performance Areas

- In-house Graphic Design
- Integrated multimedia, marketing and corporate communications (Corporate branding and signage)
- Advertising & promotional materials / items and projects
- Stakeholder relations
- Special events, conferences, trade shows and exhibitions
- Creative Writing
- Operational systems & procedures
- Self development

Educational Qualification and Experience Requirement

- Three (3) Year National Diploma / Degree in Marketing, Corporate Communications or related qualification in relation to the position.
- Three (3) years' relevant experience in Marketing / Advertising & Promotions, Communications of which at least 1 year should have been in a Graphic design position. Experience in Digital Media Management would be an advantage.

Skills and Knowledge Requirements

- Brand Management experience
- Knowledge of Customer Care/Marketing, Advertising & Promotions and Corporate Communications.
- Advanced knowledge of the In – house designing programmes (e.g Photoshop, InDesign, Dreamweaver, Illustrator or CorelDraw) will be an added advantage.
- Formal knowledge of integrated marketing concepts and projects.
- High level of conceptual thinking ability and analytical abilities, data management, understanding how to measure performance, calculate ROI.
- Must have a style that promotes respect, credibility and trust throughout the organisation.
- A keen eye for aesthetics and details.
- Ability to work methodically and meet deadlines.
- Solid interpersonal and communication skills and ability to work on cross – functional teams.

Other

- Code BE Driving Licence
- Willingness to travel frequently

Closing Date: 06 January 2025

Candidates who comply with the above criteria and competency areas should register on Nampost website (www.nampost.com.na).

The documents that need to be forwarded Cover letter, certified copies of relevant qualifications together with a detailed curriculum vitae. Applicants who do not receive any response within three weeks after the closing date must accept that their applications were not considered favourably.

Note: NamPost is an Equal Opportunity Employer and operates in line with affirmative action guidelines.