Marketing Assistant

Kearsney College, a leading independent boys' high school located midway between Durban and Pietermaritzburg, requires the services of a dynamic suitably qualified candidate to join the marketing department with effect from 01 October 2022, or as soon as possible thereafter.

Reporting to the Marketing Director, the incumbent will assist with the department's marketing, sales, admissions and communications whilst taking direct responsibility for a range of activities relating to recruitment of pupils. You will understand the imperative to provide a professional customer-orientated service appropriate for the College's premium brand. The successful candidate will have a tertiary education with relevant work experience and relate to the ethos of the College.

Excellent interpersonal skills to communicate effectively with a diverse range of people at all levels and through various mediums is essential. The successful applicant will be an extremely organised team player with excellent attention to detail.

Please see the detailed job description and visit our website www.kearsney.com to learn more about the College.

If you are passionate about delivering excellence, please send a short CV and covering letter to vacancies@kearsney.com by Monday 05 September 2022. Please use "Marketing Assistant" in the subject line.

Should you not receive a communication from us by 15 September 2022, please accept that your application has been unsuccessful. Kearsney College reserves the right to not make an appointment.

In terms of the Protection of Personal Information Act, 4 of 2013, section 11(1)(a), by applying for this vacancy, you grant Kearsney College consent to use your CV and personal details for the purpose of application to this specific role. The personal information of unsuccessful applicants will be destroyed once the purpose for which the personal information was collected ceases to exist.