

LEGACY HEAD OFFICE

VACANCY

This vacancy will be filled taking into consideration the Legacy Hotel Employment Equity policy

POSITION:	MARKETING ASSISTANT (Based at Legacy Head Office in Rivonia)
Reporting to:	Marketing Services Manager
Lateral Communication with:	Marketing, Sales Team, Central Reservations, Accounts, General Managers
Basic Function:	Above Average Computer literacy (Word, Excel, PowerPoint and E-mail). Attention to detail and using your own initiative is very important. Good command of the English language and writing skills. Knowledge and experience in the hospitality and travel industry would be advantageous.
Date Required:	Current

KEY AREAS:

1. Co-ordinate all advertising requests including dealing with advertising sales people and drafting advertising schedule. Be responsible for overseeing the relevant artwork and making sure that the relevant deadlines are met timeously.
2. Attending status meetings and updating and circulating status activity reports.
3. Assist with co-ordinating the department's administrative activity. Such activities would include: -
 - a. Write out and record all order numbers and assist with invoices and accounts
 - b. Maintain and update the sales action calendar and timeously keep the Marketing Services Manager informed of projects so those deadlines are met.
 - c. Liaise with all hotels concerning product, personnel changes, enhancements, promotions etc., and communicate these through to the Marketing Services Manager as well as update the relevant information distribution channels.

- d. Handle all administrative and secretarial duties such as typing, stock take and ordering of computer consumables.
 - e. Keeping status reports up to date and taking minutes at meetings.
 - f. Responsible for implementing and maintaining a filing system for Marketing.
 - g. Answer telephones in the office and action or take messages as required.
 - h. Maintain all filing in a systematic and orderly format.
 - i. Photocopying and faxing documents.
 - j. Sorting and distributing correspondence, mail and faxes.
 - k. Keeping track of prize letters and making the necessary reservations.
4. Assist the Administration Clerk & Driver with the storeroom i.r.o keeping it maintained and orderly and making sure that all courier requests are actioned timeously. Also keeping the Group Brand & Travel Trade Manager regularly updated on stock levels.
 5. Responsible for the collating and updating information and photography for the Legacy Hotels & Resorts Website and Legacy Intranet.
 6. Accountable for monitoring the workflow in the department and seeing that all deadlines are met.
 7. Liaise with travel agency with regards to booking and travel arrangements for marketing, sales and systems development departments.
 8. Assisting colleagues where necessary within the department.
 9. Perform any reasonable additional tasks as assigned by your Manager.

Please apply through your supervisor/manager.

*All CV's to be submitted to Traci Sassenberg by no later **than 31 July 2010.***

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