Marketing Assistant – Supplier Park Development Company (SOC) Ltd trading as AIDC, Rosslyn/Satellite Sites, Gauteng

The Supplier Park Development Company (SOC) Ltd trading as AIDC is a Government owned, public entity company established to provide support to the SA Automotive Industry in its drive for global competitiveness. It is a dynamic company that offers exciting career opportunities. The AIDC's success hinges on its human capital, and in the pursuit to realise its strategic objectives, the AIDC aims to recruit a **Marketing Assistant** in the **Marketing Department** on a **Permanent Employment Contract** with three months' probation. The successful candidate will report directly to the **Marketing and Events Manager.**

LOCATION:	**Automotive Supplier Park AIDC Offices, Rosslyn and Satellite Sites**
DIVISION:	**Marketing**
REMUNERATION:	**TCOE R 288 114,72 per annum**
JOB GRADE :	**B5**

PURPOSE OF THE ROLE

To assist the Marketing & Communications Manager to implement an integrated Marketing, Brand and Communication strategy, focusing internally and externally, that ensures that AIDC fulfils its vision by focusing specifically on the planning and execution of marketing activities including events, sponsorships and CSI projects.

KEY RESPONSIBILITIES

1. **Events Coordination**
    - Assist to execute all internal and external company (and partnership) events and sponsorships
    - Brainstorm and suggest regular and pro-active ideas to involve departments in AIDC events
    - Update the company events schedule
    - Support HR in ensuring staff participation in social events
    - Investigate possible venues
    - Manage invitee lists, distribute invitations and manage RSVPs (make follow-up phone calls if necessary)

- Manage the registration process
- Source gifts
- Ensure pro-active planning and couriering of gifts and branding
- Arrange photography
- Save photos to relevant folders and send it to relevant parties
- Set up, manage and maintain marketing contact data base (including but not limited) to: VIP Guests lists, suppliers, service providers, shareholders, associated companies, market associations and organizations, regulators and other strategic partners

2. Brand Management Support

- Source and distribute branded corporate gifts and promotional items for all company events
- Assist to ensure Brand Manual compliance and updating company template manager
- Stock Manage and control of branded stationary and promotional items
- Coordinates the production and distribution of company business cards
- Executes planned brand exposure at events

3. Marketing and communication assistance

- Coordinating the input for the internal and group newsletter
- Assists to develop and communicate consistent and relevant (targeted) messages, that have specific purpose and impact, to different target audiences, especially internally to, for instance, create excitement around company events
- Representing the marketing department at internal committee meeting as required
- Assists web designer with content
- Maintain internal company notice board

4. Schedule monitoring

- Remain aware of activities in the Marketing department
- Assist with managing of events, targeted publicity, publication production and other deadlines
- Compile and update departmental project schedules, track progress and keep manager updated on progress and requirements
- Send deadline reminder emails and make follow-up phone calls to ensure effective participation and contribution in all relevant initiatives

5. Marketing Administration

- **Efficient administration, including all normal secretarial functions**
  - Provide administrative assistance to the department
  - Photocopy, scan, prepare files and fax documents as required
  - Make reservations and / or travel arrangements
  - Efficient handling of correspondence
  - Maintain database contacts for the manager
  - Provide assistance to the manager with regards to information gathering
  - Arrange tea/coffee at meetings and to visitors as required
  - Save documents in the specified location of the company J-drive when relevant
  - Follow up on outstanding matters on behalf of the manager
  - Ability to take minutes when required
  - Compile PowerPoint (or other) presentations for the department
  - Conduct/arrange research initiatives as and when required
  - Perform any other duty, which is in keeping with the profile of the job and which may reasonably be expected from the staff member, as directed by the manager
- **Provide ad hoc assistance,**
  - Update the manager's diary
  - Arrange meetings and appointments
  - Arrange lunches and relationship building activities
  - Daily / weekly confirmation of meetings
- **Coordinate department procurement**
  - Purchase requisitions and tracking
  - Request invoices and track payment
  - Create procurement motivations
  - Verify correctness of supplier products

MINIMUM QUALIFICATION AND COMPETENCY REQUIREMENTS:

- A Matric certificate/ Grade12 and Higher Certificate in Marketing/Communications.
- A minimum of 1-year relevant experience.

AIDC is an equal opportunity employer. Appointment will be made in line with the organisation's Employment Equity policy. Only shortlisted candidates will be contacted.

Applications must be accompanied by a curriculum vitae, certified copies of qualifications and certified copies of identity documentation.

- Preference will be given to people with different abilities, women and previously disadvantaged individuals to promote Employment Equity within the group.
- Only shortlisted candidates will be contacted. If you have not heard from us within three months after the closing date, please regard your application as having been unsuccessful.

Applications should be addressed to **https://bit.ly/GGDAGroupRecruitment**

Enquiries should be addressed to **hrrecruitment@aidc.co.za**

The closing date for applications is **06 November 2026.**

"The Protection of Personal Information Act (POPIA) came into effect on 1 July 2021. The GGDA respects your privacy and is committed to keeping your personal information secure and confidential. The Group will ensure that in Processing an Applicant's or Employee's Personal Information, it will adhere to its obligations in terms of POPIA. By virtue of you applying for this position, you give The Group the consent to keep and or process your information as per POPIA