



# A18: ADMINISTRATOR - MARKETING

(Montecasino- Fourways)

Tsogo Sun welcomes job applications from passionate and hard-working team players who want to be part of our ever growing Tsogo Sun family. We value our employees and provide them with the means to grow within the company, opening many doors in the process. If this is an offer that excites you, send in your application and you could be the newest addition to our family.

### Our successful Administrators in Marketing ...

- facilitate and manage the **purchase order process** from obtaining quotes through to payments and reconciliations
- execute **administrative tasks** accurately and efficiently
- assist in **promotions and events**, ensuring that arrangements with external and internal providers run smoothly
- fulfil a wide range of **ad-hoc duties** willingly
- work as part of a team or individually to deliver **high quality standards** consistently and accurately.
  - Rostering of departmental staff

If you have these **qualifications**, join our team: Matric (NQF 4), verbal and written English skills (NQF 4), related tertiary qualification, computer literacy (MS Word, Excel and Outlook) and at least two years' experience in an administrative position. An interest in the performing arts and eventing would be a bonus.

**CLOSING DATE: 02 July 2024**

**To apply**, your written application must include:

- CV (maximum 4 pages)
- contactable references (with telephone numbers)
- covering letter with three reasons why you're our top candidate for the job!

**For info or to apply**, email: [Marketing.Vacanciesmtc@tsogosun.com](mailto:Marketing.Vacanciesmtc@tsogosun.com)  
(Specify Vacancy Applied for on Subject Line of email)

*Only successful applicants will be contacted*

# TSOGO SUN CASINOS . HOTELS

**ENTERTAIN. IT'S WHAT WE DO.**

TSOGO SUN PROUDLY SUPPORTS THE NATIONAL RESPONSIBLE GAMBLING PROGRAMME. WINNERS KNOW WHEN TO STOP. ONLY PERSONS 18 YEARS AND OLDER ARE PERMITTED TO GAMBLE. NATIONAL PROBLEM GAMBLING COUNSELLING TOLL-FREE HELPLINE 0800 006 008.

