

ATKV-Vacancies

ATKV-LAPA Pretoria-office

Digital Project Coordinator

The ATKV is a dynamic and fast growing Afrikaans Language- and Culture organization with a vacancy for a qualified and energetic individual to join our team as a Digital Project Coordinator within LAPA Publishers based at the Pretoria office.

The ATKV adheres to an equal opportunities policy with regards to all vacant positions.

Basic requirements:

- Bachelor-degree (Relevant to the field of IT, Multi-media, Web design, Communication or Marketing);
- Relevant working experience (A minimum of 3 years);
- Knowledge and experience with web design and management (experience working with an *e-commerce back-end* will be beneficial);
- An extensive knowledge of working with Google Analytics, SEO, HTML, Facebook Business, email marketing campaigns;
- Project management and the management of client service and satisfaction relationships.

Responsibilities and Tasks:

- Website management
- Management of e-book platforms
- Management of LAPA Publishers digital strategy
- Client services and digital queries and enquiries

Applications to be submitted to:

Delano Pieterse,
LAPA Uitgewers

Address:

Posbus 123, Pretoria, 0001

Fax: 011 326 1171

E-mail: betrekkings@atkv.org.za

Application date closes 7 November 2018.

Please regard your application as unsuccessful if you have not received feedback from us within six weeks.

