



WE ARE HIRING

Durban



Design & Marketing Coordinator

Since 1997, we've been a trusted name in South African short-term insurance, delivering innovative, customer-centric solutions that provide protection when its needed most.

We are wholly owned by Bidvest, a leading B2B services, trading and distribution group, which was founded in 1988 and listed on the JSE. This enables us, as a proudly South African company, to stand on a foundation of strength and sustainability.

Our purpose is to protect everyday South Africans, against foreseeable events and their financial losses, so that we can all contribute to a better South Africa.

Interested individuals looking to join Bidvest Insurance can expect to join a young, dynamic, and energetic team that challenge conventions and who are intent on building long-term relationships with all our stakeholders.

Position Overview

The Design & Marketing Coordinator plays a key role in developing visually engaging content, managing the organization's social media presence, and supporting the broader marketing team. This role ensures brand consistency across all visual and digital assets, while driving audience engagement through creative design and strategic marketing initiatives.

What You'll Need



Attention to Detail

We like to keep our eyes on the prize at Bidvest Insurance! And that requires a strong need for attention to detail as it's the small things that can make a **BIG difference!**



Compassion

A large reason why we exist is because **we care!** It's important that we care for our customers, our business our environment and each other



Positive Attitude

We believe in creating a positive work environment that is enjoyable to be apart of and we look to the individuals of the company to make a **positive contribution** to our culture

Our Values

At Bidvest Insurance, we are all part of a BE'VOLUTION where we live our values each and every day for the benefit of our colleagues, customers, partners, stakeholders and our environment.

[BE] CREATIVE

Our curiosity drives us to constantly improve our business

[BE] WOW

Anyone can do ordinary, we do extraordinary

[BE] KIND

Treat everyone with respect, in & outside our company

[BE] HONEST

We always do the right thing, even when no one is looking

[BE] EXCITED

We're enthusiastic in everything we do - our energy is infectious

[BE] CONNECTED

We're committed to understanding our customers, partners and colleagues

Key Responsibilities and Duties

Graphic Design & Visual Content Development

- ▶ Design and produce marketing materials including flyers, brochures, social media graphics, email banners, and more.
- ▶ Assist with layout and design for presentations, reports, and internal communications.
- ▶ Ensure brand consistency across all visual assets.
- ▶ Create event collateral such as signage, invitations, and digital screens.
- ▶ Edit and resize images for various platforms and formats.
- ▶ Collaborate with business stakeholders to develop visuals that support campaign goals and messaging.
- ▶ Collaborate with external designers or agencies when required.

Social Media Management

- ▶ Manage all social media platforms, including content creation, scheduling, posting, and community engagement.
- ▶ Monitor audience interactions and respond to inquiries to foster engagement.
- ▶ Analyze social media performance and report on key metrics to guide strategy.
- ▶ Collaborate with external agencies for campaign execution or content creation when needed.

Marketing Support Functions

- ▶ Assist in planning and executing integrated marketing campaigns.
- ▶ Support email marketing setup, execution, and performance tracking.
- ▶ Conduct market research and competitor analysis to inform strategy.
- ▶ Provide logistical support for marketing events and activations.
- ▶ Maintain organized marketing asset libraries and shared drives.
- ▶ Track and report on campaign performance metrics.
- ▶ Liaise with suppliers, printers, and other vendors to ensure timely delivery of marketing materials.
- ▶ Assist with event set up.

Qualifications

- ▶ Grade 12 / Matric
- ▶ Diploma or degree in Graphic Design, Marketing, or a related field

Experience

- ▶ 3+ years of experience in a marketing or design role, preferably in a fast-paced environment
- ▶ Advanced proficiency in Adobe Creative Suite (Photoshop, Illustrator, InDesign)
- ▶ A portfolio of recent design work is required as part of the application.

Knowledge and skills

- ▶ Strong creative thinking and visual design sensibility.
- ▶ Familiarity with social media management and analytics tools (e.g., Meta Business Suite, Hootsuite).
- ▶ Basic video editing skills – desirable but not essential.
- ▶ Experience with email marketing platforms (e.g., Mailchimp, HubSpot).
- ▶ Excellent communication and interpersonal skills.
- ▶ Self-motivated and able to work independently.
- ▶ Strong time management and attention to detail.
- ▶ Presentation skills (to explain design choices).
- ▶ Ability to multitask and adapt to changing priorities.
- ▶ Confident, assertive, and energetic team player.
- ▶ Fluent in English; additional languages are a plus.

Submissions:

Preference will be given to PDI candidates in line with our EE

Interested candidates to please submit their CV to: jobs@bidvestinsurance.co.za

Should you not hear from us within 2 weeks from date of application, please consider yourself unsuccessful Bidvest Insurance is an authorised Financial Services Provider

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