

Traffic Coordinator

The Department:

Digital Gaming Corporation has been at the forefront of developing digital casino content. A dedicated team of industry professionals, we are passionate about providing the most innovative and engaging content for operators and their players alike.

Our close-knit team is working together towards a common goal: to make Digital Gaming Corporation the iGaming solutions partner of choice. Striving to stay ahead of the pack, we take every opportunity to improve our knowledge of the ever-changing arena of expertise, while always keeping the user's experience in mind.

Our in-house DGC Creative Studio comprises of multi-skilled Graphic/UI/UX designers and project managers who successfully join forces to ensure all acquisition and retention projects are given creative life and direction.

Purpose of the Role:

Reporting to the Creative Team Lead, the Coordinator works with the Creative Studio in order to fulfil all creative trafficking and admin needs. Further, the Coordinator will act as a key contact in day-to-day management of client/team members relationships and will coordinate planning and execution of creative jobs from clients, within timeline and quality requirements.

Duties include, but not limited to:

- The management of team roster to ensure deadlines are met.
- Working closely with the Team Lead to manage workflow through both internal and external processes.
- Checking of incoming briefs; amending and communicating with clients and team members where necessary, before scheduling of the jobs
- Project planning and implementation of scoped brief, including communication and roll out of briefs, as well as converting them into tasks when required.
- Facilitating and scheduling meetings and brainstorming, where relevant.
- Updating of status reports on jobs in various stages of the design & copy processes.
- Always have a general overview and understanding of all creative jobs.
- Develop, communicate and implement immediate solutions when required to ensure that deadlines and tasks are met.
- Customer service orientated to establish and maintain working relationships with internal, external clients and team members.
- Ensure continual communication takes place between relevant parties to meet production and creative quality standards.
- Ensure deadlines are met, negotiating and rearranging resources, with the Team Lead as required.
- Maintain a culture of accountability and approachability.
- Manage consolidated feedback and the sign-off of briefs.
- Regular prioritization meetings with relevant stakeholders.
- Ensuring all issues and concerns which arise within the projects are communicated to the relevant people and solutions are given/found.
- Ensuring all projects are delivered timeously and according to brief with a view of the impact on ROI.
- Provide support to the Creative Projects Team as required.
- Communicate operational issues on a regular basis to the relevant creative resources, Team Leaders or Project Managers.
- Compilation of monthly reports.

- Always have a strong understanding of the products and platforms and how creative collateral will fit in/work with said products and platforms.
- Always have a strong understanding of how promotion mechanics will work with/or alongside requested creative collateral.
- Pro-actively working ahead of schedule by assessing what collateral clients will need in the future.
- Using this information and supporting clients in briefing required creative collateral.

This job description is not intended to be an exhaustive list of responsibilities. The job holder may be required to complete any other reasonable duties in order to achieve business objectives.

Essential Criteria:

- Previous experience within an administration/ project management environment.
- Excel, OneNote and other MS Office applications.
- Experience with other project management applications (JIRA, Sharepoint, etc).
- Demonstrates consistent behaviour aligned to the Organizational Culture

Desirable Criteria:

- Strong administration and coordination skills.
- Online/Offline marketing knowledge.

Person Specifications:

- Organisation and Planning
- Priority Setting
- Communication
- Resilience
- Learning, Collaboration and Knowledge Management
- Accountability And Execution
- Adaptability / Flexibility
- Communication
- Team Orientation
- Negotiation
- Stress Tolerance

How to Apply:

All applications need to be submitted via [Workday](#)

Please ensure you have attached an updated copy of your CV and a motivation letter supporting your application.

- *Note this role is based in Cape Town, South Africa.*