

JOB TITLE – MULTIMEDIA GRADUATE

Position reports to : Multimedia Graduate
Direct Reports : Not Applicable
Office Location : Adapt IT Johannesburg Campus

PURPOSE OF THE POSITION

The onsite Multimedia Graduate resource will be responsible for the development of training material for current and new products.

PRIMARY RESPONSIBILITIES FOR THE ROLE

The onsite Multimedia Graduate resource will be responsible for the following duties:

- Create / Develop training and user manuals
- Create video scripts
- Develop training videos
- Draw up process maps to simulate system processes

MINIMUM QUALIFICATION AND EXPERIENCE REQUIREMENTS:

- Completed BSc Computer Science / Information Systems or BCom related degree.
- Creativity.
- Interpersonal Skills.
- Analytical.
- Problem Solving Skills.
- Negotiation Skills.
- Decision making Skills.
- Software Development Skills.
- Technical Writing Skills.
- Communication Skills.
- Research Skills.

PERSONAL QUALITIES:

- Be a good communicator.
- Be organised and structured.
- Confident.
- Respectful.
- Fair.
- Integrity.
- Ability to delegate and follow up on tasks delegated.
- Practical.



Adapt IT | Education
MULTIMEDIA GRADUATE– JOB SPECIFICATION



- Analytical.
- Have good judgement.
- Detail conscious.
- Flexible.
- Ability to Multitask.
- Dynamic.
- Flexible.
- Assertive, pro-active and initiative.
- Ability to work independently.
- Team Oriented.
- Passionate about work.
- Tolerance.
- Tact.
- Goal Oriented.
- Mature individual

Contact Person: [Mandy Barret](#)

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Vacancy Status: [Open](#)

