

## JOB DESCRIPTION

<b>Position Title: Graphic Designer</b>	
<b>PAYSCALE: TIER 3</b>	
Key Responsibilities	Brief Description of Duties
<p>Experienced Graphic Designer with the ability to work from agreed design briefs for use in media products such as magazines, labels, advertising and signage.</p>	<ul style="list-style-type: none"> <li>● Liaising with clients to determine their requirements and budget</li> <li>● Managing client proposals from typesetting through to design, print and production</li> <li>● Working with clients, briefing and advising them with regard to design style, format, print production and timescales</li> <li>● Developing concepts, graphics and layouts for product illustrations, company logos, and websites</li> <li>● Determining size and arrangement of illustrative material and copy, and font style and size</li> <li>● Preparing rough drafts of material based on an agreed brief</li> <li>● Reviewing final layouts and suggesting improvements if required</li> <li>● Liaising with external printers on a regular basis to ensure deadlines are met and material is printed to the highest quality</li> <li>● 2D Graphic Design Tasks will include:             <ul style="list-style-type: none"> <li>a. Advertisement Layout</li> <li>b. Brand Identity and Logo Design</li> <li>c. Image Editing</li> <li>d. Package Design</li> <li>e. Landing Page Design</li> <li>f. Website Design</li> <li>g. E-book Cover Design</li> <li>h. T-shirt Design</li> </ul> </li> <li>● 3D Graphic Design Tasks will include:             <ul style="list-style-type: none"> <li>a. 3D Modeling</li> <li>b. Texturing</li> <li>c. Animation</li> <li>d. Rendering</li> <li>e. AutoCAD</li> <li>f. Product and Packaging Prototyping</li> </ul> </li> </ul>
<p>Key Qualifications</p>	<ul style="list-style-type: none"> <li>● <b>Must have at least 1 year Graphic Design experience</b></li> <li>● Excellent IT skills, especially with design and photo-editing, video-editing and animation software (such as Adobe Creative Cloud, Photoshop, Illustrator, InDesign, Bridge, Premiere, After Effects, Flash, Camtasia, GIMP, Pixlr, CorelDRAW, Inkscape, QuarkXpress, etc.)</li> <li>● Exceptional creativity and innovation</li> <li>● Excellent time management and organisational skills</li> <li>● Accuracy and attention to detail</li> <li>● An understanding of the latest trends and their role within a commercial environment</li> <li>● Professional approach to time, costs and deadlines</li> <li>● Open to non-graduates but preference will be given to those with relevant degrees. A degree in graphic design is advantageous although other art and design subjects will be accepted</li> </ul>
<p>Technical Requirements</p>	<ul style="list-style-type: none"> <li>● Computer Processor is at least Dual Core (for both primary and backup computers)</li> </ul>



	<ul style="list-style-type: none"> <li>• Computer Memory/RAM is at least 4GB (for both primary and backup computers)</li> <li>• Computer Operating System is at least Windows XP</li> <li>• USB Headset with Noise Cancelling Feature</li> <li>• A quiet work environment</li> </ul>
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Core Competencies	
Key Competencies	Performance Standards/Results
Effective Communication	<ul style="list-style-type: none"> <li>• Presents information both clearly and concisely and regularly confirms correct interpretation of information.</li> <li>• Very high standard of communication skills both written and oral for the presentation of facts and ideas.</li> <li>• Written communication must be clear, concise, and easy to read and comprehend.</li> </ul>
Organization of Work	<ul style="list-style-type: none"> <li>• Demonstrates the ability to handle several projects simultaneously.</li> <li>• Implements the key principles of time management, task allocation and priority assignment in addition to personal organisation.</li> <li>• Continually seek ways to improve the service provided via development of professional skills and personal growth.</li> <li>• Initiates and responds to suggestions for improving service.</li> </ul>

Position Requirements / Selection Criteria
Essential Knowledge, Skills and Abilities
Extensive computer and internet literacy
High Speed Internet Connection
Highly Proficient in English Language
Available to work on US business hours
Long term commitment
Proficiency with advanced Microsoft Office applications including Word, PowerPoint and Excel; and Google suite
Attention to detail and a high level of accuracy in all output
1+ years prior experience in Graphic Design
Must be able to work with minimum supervision
Open to ongoing training