



## JOB DESCRIPTION & COMPENSATION PACKAGE

| Position Title: <b>Graphic Designer</b>  |   |
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| PAYSCALE: <b>TIER 3</b>  | Full Time: <b>\$693/Month;</b><br>Part Time: <b>\$346.66/Month</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><b>h. T-shirt Design</b></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> |
| Key Qualifications   | <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>  |



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| Technical Requirements | <ul style="list-style-type: none"> <li>● Computer Processor is at least Intel Core i3 (for both primary and backup computers)</li> <li>● Computer Memory/RAM is at least 4GB (for both primary and backup computers)</li> <li>● Computer Operating System is at least Windows 7, MAC OS/X , Ubuntu (Linux)</li> <li>● Both Primary and Backup Internet connections should be running on a 3Mbps plan or higher to get a download speed of at least 2Mbps</li> <li>● USB Headset with Noise Cancellation Feature</li> <li>● A quiet work environment</li> </ul> |
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| Compensation Package  |  |
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| Rate Per Hour         | <ul style="list-style-type: none"> <li>● Graphic Designer - starting at \$ 4.00 per hour (Full Time Base Salary: \$693/month; Part Time Base Salary: \$346.66/month)</li> </ul>  |
| Full Time             | <ul style="list-style-type: none"> <li>● 160 hours a month or 40 hours a week</li> <li>● Paid every Wednesday via PayPal</li> <li>● PayPal Fee is paid by company</li> </ul>   |
| Part time             | <ul style="list-style-type: none"> <li>● 80 hours a month or 20 hours a week</li> <li>● Paid every Wednesday via PayPal</li> <li>● PayPal Fee is paid by company</li> </ul>  |
| Work Shift / Schedule | <ul style="list-style-type: none"> <li>● Fixed or Flexible schedule - depends on what works for you</li> <li>● Some projects allow various working hours throughout the day</li> <li>● Let us know what your preferred working hours are and we'll match you with the right client</li> <li>● We have clients from the US, UK, HK, AU, NZ, etc.</li> </ul>   |
| Trainings             | <ul style="list-style-type: none"> <li>● You will have a Company Trainer to ask about any challenges you face in your daily tasks</li> <li>● We have specific skill sets you will be required to learn – easy stuff</li> <li>● It is expected you will be constantly improving your education</li> <li>● Access to additional training programs you can do in a self-study environment which will increase your base pay if your contributions help build our company</li> </ul> |
| Holidays              | <ul style="list-style-type: none"> <li>● US statutory holidays are followed and paid (Christmas Eve, Christmas Day, New Year's Day)</li> <li>● Earn 1 paid day off every 6 months work</li> </ul>  |
| Bonus                 | <ul style="list-style-type: none"> <li>● Performance based bonus</li> <li>● Paid out annually on December 15th</li> </ul>  |



| 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   |
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| <b>Essential Knowledge, Skills and Abilities</b>   |
| 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   |