

## **POSITION DESCRIPTION**

**Job Title:** Graphic Designer

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The primary function of the Graphic Designer is to design solutions with maximum visual impact. The position requires working with a variety of media including but not limited to websites, magazines, newspapers, exhibitions, promotions, corporate identity, etc., with a main goal of getting our messages across to our target audiences.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

1. Design of artwork for corporate and specific campaigns for various print and digital media.
2. Responsible for corporate signage and branding of vehicles.
3. Development and maintenance of photo library.
4. Maintenance of brochure library.
5. Assists with the execution of campaigns within timelines to achieve corporate objectives for products and services.
6. Assists with the execution of all promotional activities.
7. Communicates and co-ordinates with external agencies and suppliers as needed.
8. Assists with the maintenance of brand awareness and corporate image.
9. Any other duties that relates to job, as deemed necessary.

### **MINIMUM TRAINING & EXPERIENCE**

- Minimum of five (5) CXC O'Level subjects including Math & English
- At least three (3) years' experience in graphic design / marketing environment
- A diploma in Graphic Design
- Proficient use of Adobe Suite and PowerPoint
- Excellent written and verbal communication skills