

Job Description: Graphic Design

Job Summary/Objective:

Create visual concepts, using computer software, to communicate ideas that inspire, inform, or captivate consumers. Responsible for developing the overall layout and production design for advertisements, brochures, magazines, and reports

Responsibilities & duties:

- Design and prepare various marketing collateral
- Create and develop advertising and promotional content
- Prepare designs and content for digital print, web or social media publication
- Adhere to aesthetic design style guides, procedures, systems and templates
- Research market designs to create timely, trendy designs that look fresh and current

Skills/Attributes required:

- Excellent verbal and written English communication skills
- Highly creative and organised
- Strong understanding of graphics and design management
- Experienced with MS Office including Word, Excel, and Outlook
- Experienced with design software (e.g. Adobe Creative Suite, Photoshop, InDesign, Illustrator, etc)
- Experienced working with Western companies (preferred)

Qualifications/Experience required:

- Bachelor degree preferably Arts and Design or Digital Marketing
- 3-4 years of experience in professional graphics and digital design