

# Job Description

## Intermediate Graphic Designer

**Position:** Intermediate Graphic Designer

**Direct Report:** Brand Manager / Marketing Manager

### Purpose of Role

To provide graphic design support to the Marketing Department.

As part of a larger design studio servicing a national network, you'll act as a key designer across all aspects of design with a key focus on all elements of design.

### Prime Responsibilities

- Creative design across print and digital channels including but not limited to print, animation, presentations, signage and video.
- Working with existing templates to reproduce design and creating new designs in line with the existing brand standards
- Creating templates and uploading to template software, then test and launch templates.
- Clarifying briefs, offering suggestion on how to improve briefs and supplying design alternatives that might work better than the original brief.
- Liaising with internal clients primarily via phone, then on email, to deliver an outstanding experience that wows our customers.
- Meet and work with salespeople to develop bespoke brand identities within the confines of brand guidelines
- Work autonomously on larger projects
- Develop expertise in Property Brokers systems and processes. For example, but not limited to, e.g PropertySuite, Lucid Press, Weebly, Website CMS, Wishpond, bulk company print runs, PB slideshow etc...
- Managing your job queue to ensure you are meeting deadlines.
- Work as part of a team of designers to ensure priorities are being met.
- Assist in the ongoing development of the culture within the Marketing Department and build positive relationships
- Assist with training and development of team members
- Work alongside other departments within operations
- Implement best practice for brand protection and support of our company Vision and Values
- Take an active role in supporting company charitable and community events