

Job description: Graphic designer

Department: **Design**

Based: **Windsor and Hartlebury**

Reporting to: **Head of Design**

Remuneration

Agreed as per contract of employment. Bonus & pension contribution scheme as outlined in your contract of employment..

Purpose

To design and lead on design briefs with production of various design collateral for the company and clients.



Who we are

We're a very big, very successful communications agency, in fact, we're one of Europe's largest. We've been around for years but we're still cutting-edge and we work with some massive companies. We help them get their people together, to talk, to share, to inspire, to have fun and really enjoy their work. We call this making 'anything possible.'

If you want to be part of the family, embrace our friendly culture and identify with our values then please read on...

What you get

A competitive salary is one thing. But we also provide a list a benefits that's as long as your arm. The following is just a sample:

- Plenty of time off for holidays
- Cool training opportunities to help you grow
- A pension to help you save for your twilight years
- Flexible working options
- And, if all goes well, a juicy bonus awaits you at the end of the year

Our values:



Trust



Passion



Effective



Understand



Belief



The role

This role will initially be split equally across our Windsor and Hartlebury locations but with a longer term view weighted towards being based at the Windsor location 3 or 4 days a week. Within the role as designer, the individual will be required to work closely with our team at Penguins and also with the design team at

DRPG Headquarters. The successful candidate will be fully managed by the Head of Design and will be an active member of the design team with all the relevant benefits but must also maintain the high standards expected by the role.

Principle duties

- Take and interpret briefs from internal team members and if required external clients
- Deliver design and artwork for specified projects and briefs
- Support all other divisions of the business with design artwork services
- To contribute to the introduction of new technologies and new ways to deliver design
- Work directly with clients to provide creative design solutions to project requirements
- Work closely with the group design team to provide innovative project results
- Delivery of various projects elements in both off and on-site locations if occasionally required
- Work alongside the design manager/print team to develop,
- Must contribute to ensuring the company is viewed as a highly creative business

This list is not exhaustive and you will be expected to work flexibly and undertake other such duties as the management may from time to time reasonably require.

Skills, qualifications & experience

- Must have experience in a professional design/art working position
- Must show a decent level of experience in a variance of design medias
- Experience of working within corporate organisations
- Strong visualizing, design and creative art working skills
- A superb attention to detail
- Must be used to preparing files and issuing them for print
- Must be able to use the Adobe CS to a high standard (Indesign, Photoshop, Illustrator)
- Must be able to competently co-ordinate digital files, people and time
- Proficiency in project logistics and organisation
- Be able to work under pressure and meet deadlines
- Be able to communicate effectively both verbally and in writing
- Willing to work outside normal office hours if required
- Must be computer literate

Characteristics

- A true love of all things 'design'
- Organised with a true desire and superb eye for detail
- Quick to understand a design brief and what it needs to achieve
- Focused on consistently providing high service levels
- Positive attitude towards challenging situations and multi-tasking
- Excellent time management skills involving the ability to estimate accurately the time required to complete design work
- Self-motivated with the ability to work individually and as part of a wider team
- Willingness to learn new skills and develop existing ones
- Must be committed to making 'anything possible' with a 'can do' attitude

Other requirements

- A full clean drivers' licence is preferred but not essential. It is your responsibility to ensure your insurance provides 'Business use' in order to claim mileage.

Data security

At all times, you must work within the guidelines set out in the **DRPG** information security policy and your employee confidentiality agreement. Failure to do so will be deemed a gross misconduct.

Further notes

The role will be based primarily in our worcestershire head office. There will be times when this role will require you to work from the company's other offices. You will be expected to work flexibly and undertake other related commercial duties both in the UK and overseas as the company may from time to time reasonably require.

At all times you must work within the guidelines set out in DRPG's health & safety policy and employee manual.

DRPG is an equal opportunities employer.