POSITION TITLE: Junior Graphic Designer

Employment Type (FT, PT, Contract): FT
Rate of Pay: Based on Experience
Job Location: Hamilton
Hours of Work: 35 per week
Start Date: June 1, 2019
Application Deadline: May 31, 2019

COMPANY NAME: Carmen's Group
Street Address: 77 James Street N. Unit 300
Phone: 905-381-9842
Fax: N/A
Email: khatch@carmensgroup.com
Website: www.carmensgroup.com/careers

General Description of Duties:

- Design electronic and printed materials to support marketing initiatives (tradeshows, displays, publications, social media, websites etc)
- Create and produce all image file types, PDFs, video and other design elements
- Conceptualize, design, execute and complete flyers, advertisements, brochures, logos, signage and other exhibits/displays
- Act as a brand ambassador, upholding brand standards and consistency in all projects
- Coordinate and maintain a library of graphics, media, digital records and other company content
- Identify, source and select print and promotional vendors for printing and publication services
- Develop specifications and standards for printing and other publication
- Create electronic page layouts using publishing software and photo editing software
- Guide and manage the visual identity for all of our brands; ensure all collateral is based on design principles and are in accordance to branding guidelines
- Collaborating and assisting on other marketing, sales and special projects as requested
- Drive design and production for multiple clients and project types concurrently
- Evaluate and prioritize projects for implementation based on initiatives with the marketing team
- Other duties as assigned
Skills and Experience Required:
- Strong design and conceptual skills
- Well versed in the latest graphic design methods, practices, techniques and associated principles
- Positive interpersonal and communication skills
- High attention to detail and strong organizational skills
- Strong project management skills and ability to meet tight deadlines while producing accurate work
- Proficient with Adobe software (InDesign, Bridge, Lightroom, Dreamweaver, Illustrator, Photoshop, Acrobat)
- Proficient with Microsoft Word, Excel & Powerpoint
- Working knowledge of Wordpress, Hootsuite and MailChimp
- Working knowledge of marketing concepts, HTML/CSS, and design.
- Working knowledge of printing processes
- Creative thinker and problem solver with analytical mind
- Strong design and conceptual skills
- Post-secondary education in marketing, advertising, graphic design or related field
- University degree in multimedia, communications or a combination of both an asset
- 2-3 years of experience with: graphic design, web design and development, advanced photography, print processes and using complex software
- Must have portfolio that includes examples of both written work and graphic design
- Understanding of the hospitality industry is considered an asset
- Photography experience is considered an asset
- Flexible and adaptive working style
- Great sense of humour

How to Apply:
Please email your resume to khatch@carmensgroup.com and indicate what job position you are applying for in the subject line of the email.

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