

GRAPHIC DESIGNER / MARKETING ASSISTANT - FULL TIME

As part of our growth plans, we are looking for an additional person to join our marketing team as a graphic designer/marketing assistant. Reporting to the Marketing Manager, the role would suit someone with some experience or a creative enthusiast who's keen to learn.

Responsibilities & duties:

- Production of online media such as website banners, landing pages, email marketing, etc.
- Production of print advertisements
- Production of other print related collateral
- Manage JRC Group subsidiary restaurant social media accounts
- Support implementation of PR activities
- Provide administrative support to the department

What we are looking for:

- Skilled in Adobe Creative Suite Inc. Photoshop, InDesign and Illustrator
- Knowledge of email marketing tools such as Mail Chimp or Campaign Monitor
- Basic HTML / CSS
- Must be organised and a competent administrator
- Able to work within an enthusiastic and creative team
- Able to manage multiple projects to tight deadlines
- Effective communicator and active user of social media
- Interest/experience in computer hardware and gaming would be advantageous

Hours & Location:

Average working hours are approximately 45 hours per week, plus any additional overtime required. Working hours for this role will consist of the following:

Monday to Friday – 9:00am to 6:00pm

plus occasional weekends as required for events, etc.

Location: Wimbledon Head Office

Interviews:

Candidates selected for interview should be able to demonstrate their creative ability by providing a range of creative work to view in a portfolio in physical or electronic format.