

Title	Graphic Designer
Job Opportunity Code	GR-TRD02-20
Department	Technical Division
Reporting to	Department Manager
Main Location	Elefsina, Greece
Form of Employment	Full time
Final Submission Date	10.09.2020, 17:00 GMT+2

Part 01 / Job Description and Purpose

The position requires a keen business sense, alternative thinking, as well as creative flair, to design and develop new ideas for engaging and on-brand graphics for a variety of media. The in-house Graphic Designer will be responsible, under guidance for the entire process of defining requirements, visualizing, and creating graphics including illustrations, logos, layouts and photos. He/she will be the one to shape the visual aspects of brochures, websites, corporate gifts, and corporate identity, in order to give the organization a visual “brand”. The candidate will have to work closely with other colleagues and internal clients involved in projects.

Important Note

As part of your role, you will be handling sensitive information in terms of Group’s private information. Please be aware that you will be subject to system monitoring, and supervisory evaluation to ensure continuous adherence to security clearance processes and procedures. All company systems users are subject to a zero-tolerance policy for security violations.

Part 02 / Major Responsibilities

- Design
 - Creating concepts by studying relevant information and requirements;
 - Illustrating designs, concepts, and sample layouts, based on knowledge of layout principles and esthetic design concepts, before submitting them for approval;
 - Preparing finished art by operating necessary equipment and software;
 - Developing graphics and layouts for illustrations, brochures, websites, corporate gifts, and corporate identity;
 - Coordinating with outside agencies, art services, web designers, printers, and colleagues as necessary;
 - Reviewing final layouts and suggesting improvements when necessary;
 - Amending designs after feedback;
 - Ensuring the specification compliance of designs;
 - Ensuring that visual assets across all media are consistent with established style guidelines;
 - Managing website content, as well as company’s social media;
- General
 - Contributing to team efforts by accomplishing tasks as needed;
 - Following company processes relating to management of designs;

- Performing other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit;
- Assisting with special projects as required;
- Keeping up to date with the latest designing techniques and graphic standards;
- Liaising with other departments to ensure that the required information is available when needed;

Part 03 / Position Requirements

03.1. Education & Training

(The extent or level of knowledge or training obtained by formal education or outside study that is necessary to achieve normal job performance and proficiency. Such knowledge is to be considered the minimum education required for performing the position responsibilities.)

- Bachelor's Degree in graphic design, or related field, such as one would receive at a university, technical trade school, etc., or even by multiple years of on the job training;
- Proficiency with design software and technologies (i.e. Photoshop, InDesign, Illustrator, Corel Draw);
- Knowledge of media production, communication, and dissemination techniques and methods;
- Knowledge of video creation and editing software are to be considered as extra skills;
- Proficient knowledge of Microsoft Office required;
- Clear and effective oral and written communication skills both in Greek and English language;
- Additional working knowledge of foreign languages, (e.g. Italian, German, French etc.) are to be considered as extra skills;
- In the event the candidate is a male, he must have completed military services;

03.2. Experience

(The minimum experience required to perform the job. This experience can be gained in previous employment in a similar job and/or on the job with the current employer. Experience in this factor is measured in time periods e.g. 3-6 months, 3-5 years, 10-15 years etc.)

- Minimum 3 years working experience as a graphic designer;
- Graphic design skills to be demonstrated with a strong portfolio;

03.3. Skills & Personal Qualities

(The minimum set of skills and personal qualities required to perform the job. Skills required are presenting the expertise or talent to do a job or task. Personal qualities describe the life skills need to be used to communicate and interact with other people, both individually and in groups. Both indicate the candidate's qualifications as they relate to the job and how they fit in the company culture.)

- Conceptual and analytical skills;

- Creativity and flexibility;
- A keen eye for aesthetics and details;
- Ability to manage time effectively and meet deadlines;
- Ability to provide and receive constructive criticism;
- Ability to communicate in a clear and understandable manner;
- Ability to quickly assimilate new information;
- Ability and willingness to learn new skills;
- Must be able to work both as part of a team or independently;
- Must possess problem solving skills and strong digital and design skills;
- Must be able to exercises judgment within procedures and practices to determine appropriate action;
- Strong interpersonal and analytical skills operating with high level of responsibility and independency;
- Must be flexible in work habits and work schedule;
- Must have the ability to maintain good working relationships with other employees;

03.4. Decision Making & Problem Solving

(The mental skills and mental effort required to perform the job. The complexity of decisions and ingenuity required describes the variety and routine involved with assigned tasks and responsibilities, the frequency of problems and the extent to which the work requires analytical ability and exercise of judgement.)

- Tasks are diversified and follow a wide range of standardized slightly complex procedures;
- Tasks are considered semi-routine and may be of several varieties;
- Judgement exercise within procedures and practices to determine appropriate action; (common sense)
- Analysis of data generally applied to the solution of specific problems;
- Problems may occur as a regular part of the job;
- Candidate works on assigned objectives and may work occasionally independently on special projects;

03.5. Supervisory & Management Responsibility

(Job responsibilities in regard to directing, controlling and coordinating the efforts of employees e.g. supervisory, training, management and advisory responsibilities. Describes the responsibilities for advising management, providing functional advice and control for coordinating activities or groups. Indicates the number of direct and indirect reports and their position(s).)

- No direct or indirect reports;

03.6. Independence of Action

(Describes the extent and closeness of supervision required and received, as well as the availability and involvement of the immediate supervisor. Consideration should be given to standard practices, instruction and procedures, as well as built in checks and reports that provide the employees with controls and restricts independence of action.)

- Occasional supervision required

- Production generally precedes a check on the quality of work
- Methods and procedures are clearly established, and general instructions provided

03.7. Consequence of Error

(Describes the responsibility for loss to the organization due to any single error resulting from actions or decisions involving the work function. Includes financial and material responsibility, responsibility for accuracy, and the safety of other. Describes the responsibility for establishing a budget and final accountability for its control. In some cases, budget responsibility may be indirect or influential.)

- Errors usually discovered when work is checked in succeeding operations;
- The effect is usually confined to a single department;

03.8. Confidentiality

(Describes the integrity and discretion necessary to safeguard confidential data handled or obtained as a regular part of the job.)

- Frequent contact with confidential data or sensitive information where disclosure will have a potent adverse internal and/or external effect;

03.9. Contacts-Internal & External

(Describes the responsibility for meeting, dealing with and influencing others. Contacts may be internal and external. The nature, purpose, frequency and level of contacts should be described. The level of difficulty and importance of the contacts should be described.)

- Contacts of importance are not a regular part of the responsibilities of the position;
- Tact and judgement are required when dealing with others;
- Excellent communication skills are required, both written & oral, when dealing with others;
- Ability to react well at all communication levels is important;
- Internal Contacts – Presenting information where tact and judgement is required to obtain approval of action, cooperation or secure a decision;
- External Contacts – No regular contact with outside contacts however, procedures and standards are established and are to be followed if there is any external contact;

Part 04 / Standard Job Requirements

- All individuals are expected to be flexible in undertaking the duties and responsibilities attached to their job and may be asked to perform other duties which reasonably correspond to the general character of their job and their level of responsibility;

- All individuals are expected to maintain personal and professional development to meet the changing demands of the job and participate in appropriate learning and development activities;
- To recognize health and safety is a responsibility of every individual, to take reasonable care of self and others and to comply with Health, Safety and Environmental policies and procedures and compliance with all audits and inspections;
- To promote equality as part of the job and to treat everyone with fairness and dignity;
- All individuals are expected to carry out their duties and responsibilities by adhering to all compliance and auditing requirements for the conduct of ethical and transparent operations including the compliance to all Asso Group policies, guidelines and procedures;

Part 05 / Work Schedule

- The Graphic Designer has a schedule that flexes around the need but typically is based on a Monday-Friday 09:00 to 17:00 availability;

Part 06 / Working Conditions

06.1. Physical Demands

(The nature of physical effort leading to physical fatigue)

The Graphic Designer will have to spend long hours sitting and using office equipment and computers, which can cause muscle strain. The candidate may be required to do some lifting of supplies and materials from time to time, weighting no more than 5kgs.

In general, the job requires 90% sitting, 5% walking and 5% standing.

06.2. Environmental Conditions

(The nature of adverse environmental conditions affecting the person)

The Graphic Designer may have to manage a number of projects at one time and may be interrupted frequently to meet the needs and requests of other employees or the Department Manager. The candidate may find the environment to be busy, noisy and will need serious organizational and time and stress management skills to complete the required tasks. The job is performed in a generally clean and healthy environment.

06.3. Sensory Demands

(The nature of demands on the person's senses)

Sensory demands include use of the computer, which may cause eyestrain and occasional headaches. The areas of work may be noisy and busy making it difficult for the person to concentrate. Regular sensory effort may be requested in testing and repairing delicate equipment, listening to staff describing symptoms of equipment problems.

06.4. Mental Demands

(Conditions that may lead to mental or emotional fatigue)

There are a number of deadlines associated with this position, which may cause significant stress. The Graphic Designer must also deal with a wide variety of people on various issues.

	Minimal	Moderate	Extreme
Physical Effort	X		
Health Risk	X		
Sensory Required		X	
Mental Stress	X		

This job description is intended to convey information essential to understand the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties and responsibilities or working conditions associated with the position. All the above are illustrative duties and the post holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.

We are an equal opportunities employer. We are determined that no job applicant or employee receives less favorable treatment on the grounds of sex, pregnancy or maternity, gender re-assignment, sexual orientation, religion or belief, marriage or civil partnership, age, race, or disability. All information will remain confidential to the Company and will be handled in accordance with the requirements of the Personal Data Protection legislation.