



# GRAPHIC DESIGNER

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## JOB DESCRIPTION

<b>Job title</b>	<b>Graphic Designer</b>
<b>Department</b>	Graphics (Head Office)
<b>Responsible to</b>	Graphic Design Manager

### POSITION SUMMARY

To design and produce a range of material to support the sales, PR and marketing functions.

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### KEY WORKING RELATIONSHIPS

All members of the Graphics team, Regional Sales Directors and Marketing Assistants.

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### MAIN DUTIES

1. Producing printed and digital sales literature.
  2. Producing display artwork/graphics.
  3. Assisting in the production of group-based project work.
  4. Creating signage artwork in accordance with current brand guidelines.
  5. Creating various types of imagery for the website.
  6. Liaising with and having regular contact with regional offices.
  7. Managing and maintaining workload.
  8. Attending meetings that may be necessary in the performance of your duties.
  9. Complying with and upholding company policies and procedures.
  10. Undertaking any additional tasks as may reasonably be required from time to time.
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*It is a requirement of Bloor Homes that all staff work in a flexible manner compatible with their job and in line with the objectives of the company. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of the business.*