**Job Summary:**

The role supports in design and branding and provides solutions to all creative assets. Provides ideas and art-works as well as completed materials. Undertakes and completes all requirements of Pre/Post production.

**Key Accountabilities:**

- Ability to generate, sketch and visualize concepts; taking projects from conceptualization to execution.
- Supports Advertising, Branding, Events, CSR for internal stakeholders and other stakeholders with all creative/design requirements; ensures that it follows brand guidelines.
- Experience producing graphic assets across both print and digital platforms.
- Ensures that all branded templates (Power point presentations, Word Documents, Letterheads, Excel sheets etc.) are up to date and are well maintained on the staff portal and develop new templates based on departmental needs.
- Develop all branded reports (Monthly, Quarterly and specific themed reports) ensuring that all reports are up to standard in both digital and print formats and create new report designs based on business unit requirements.
- Supports development of rich content such as infographics, animations, etc. to be used in digital platforms such as websites, client portals, digital screens, etc.
- Conducts market research and competition analysis to inform day-to-day work.
- Identifies best designs for projects; provide solutions to all creative assets.
- Recommends methods and techniques of graphic design and layout.
- Determines size and arrangement of illustrative material and copy, and typography.
- Defines printing and production specifications, ensure that it reflects the brand, vision, and creative style.

**Qualifications, experience, and skills:**

- **Minimum Qualifications**: Bachelor’s degree in Marketing or other related discipline.
- **Minimum Experience**: Minimum 0-2 years of relevant experience in graphic design, layouts and production or relevant experience.

**Contact Info**: *Kindly send your CV’s to gcompanycareers@gmail.com*