



Job title : Graphic Designer	Category : Administration
Reports to : Creative Director	Pay equity :
Service : Marketing	Class :
Work Week : 40 hours	Revised : 2017-05-05

Reporting to the Creative Director, the Graphic Designer will have as a main responsibility to execute, create, design and produce artistic projects for advertising campaigns, company documentation including catalogs, pamphlets, promotional materials and web content.

Performs all other related duties, all in accordance with the internal procedures and rules of the organization.

RESPONSABILITIES

2- Graphics 85 %

1. Collaborate in the marketing of new products, development of advertising campaigns and corporate image.
2. Design visuals for events.
3. Produce seasonal catalogs of our products.
4. Create material such as: catalogs, paper header, pamphlets, packaging, promotional items, etc.
5. Create online content such as: images for galleries, social media, contests and various web content, B2B, etc.
6. Develop models for visual presentation of products, logos and internet advertising.
7. Finalize the mock-ups for printing.
8. Correct proofs to ensure accurate and high quality work.
9. Artistic creation for different projects.

3- Photography 15 %

1. Responsible for performing photography sessions of our various products.



BEHAVIOURS RELATED TO THE FUNCTION

- Demonstrate vision, clarity and creativity.
- Demonstrate good interpersonal communication skills, based on respect, diplomacy and discernment.
- Demonstrate professionalism.
- Attention to detail.
- Easily adapts to changes.
- Respect tight deadlines while working simultaneously on several projects.
- Demonstrate a positive attitude in work, exercising calm and being stress resistant in more difficult situations.
- Demonstrate a good sense of planning and organization of work load.
- Demonstrate good ability to organize work load and by meeting and respecting non-negotiable deadlines.

ACADEMIC ASPECTS AND EXPERIENCE

- College degree in graphic design, Bachelor's degree in graphic design or relevant experience.
- Recent experience in catalog creation, design and layout.
- Minimum of 3 years' experience in a similar position.
- Excellent knowledge of the following: Illustrator, Photoshop, In Design and social media.
- Good knowledge of catalog layout software would be an asset.
- Great knowledge of French and English (spoken & written).
- Excellent knowledge of Microsoft Office Suite.

This position does not require travel.