

POSITION DESCRIPTION

Title:	Graphic Designer	Location:	Head Office
Department:	Administration	Reports to:	QHSE and BC Manager
Salary:	Salary package	Band:	2
Prepared by:	CAO	Date:	May 2012

Overall Purpose:

Prepare visual presentations and documents by designing art and copy layouts to meet company requirements

Roles and Responsibilities

- Plans concept by studying information and materials
- Illustrates concept by designing rough layout of art and copy regarding arrangement, size, type size and style, and related aesthetics
- Obtains approval of concept by submitting rough layout for approval
- Prepares final layout
- Completes projects by coordinating with colleagues and outside agencies as required
- Maintains technical knowledge by keeping up to date on latest developments
- Updating the website content
- Taking photos of NA events
- Produce and manage staff identification cards
- Other duties as required

QHSE:

- Engage, understand and participate in Quality Health Safety and Environment (QHSE) Management System Compliance and Improvement

Professional and Academic Expertise

- A qualification in graphic design
- Two years' experience in graphic design or similar creative services
- Excellent skills in desktop publishing, graphic design, layout, and creative service
- Customer focus
- Pays attention to detail
- Must be deadline-orientated
- Be a team player

Chief Administrative Officer

Change Brief

Version No.	Date	Changes
1	May 2012	New Document
2	September 2015	Change in department and reporting line
3	February 2017	Change of reporting line and addition of website content updates, talking photography and staff IDs
4	July 2019	Due to review no changes
5	November 2019	Updated reporting line Manager and Department

Review & Approval:

(Enter final approver title here)