

Role:- Creative –Rajesh Shanmugan  
Regular office hours: - 9.30 AM – 6 PM  
Date:- 1<sup>st</sup> April 2020– 31<sup>st</sup> March 2021

**Job Role Summary:**

This role is responsible for handling and overlooking all 2D creative work. This role reports into the Creative Head.

**Key Results Area #1 – Overlook and handle all 2D creative**

- Handle all 2D creative and ensure all tasks are completed with timelines given.

**Key Results Area #2 – Quality of Creative**

- Ensure quality of creative going out to marketing functions are of the highest level. All content and brand guidelines to be checked before creative is sent out.

**Key Results Area #3 – Working with marketing team**

- Meet marketing team and understand brief completely. Work with marketing team amicably to ensure all time lines are met as per clients expectations.

**Key Results Area#4 – Working with production team**

- Work with production team to ensure event collaterals are delivered on time.

**Key Results Area #5– Management of discipline and guarding of Wings culture**

- Ensure you report into office by 9.30 AM.
- Ensure only 2 breaks of 15 minutes each
- Ensure all employees follow the Wings dress code.