

Role:- Creative – Prashant Mahanghare

Regular office hours :- 10.00 AM – 6.30 PM

Date:- 1<sup>st</sup> April 2019 – 31<sup>st</sup> March 2020

#### Job Role Summary:

This role is responsible handling and overlooking all creative work. This role reports into the ND.

#### Key Results Area #1 – Overlook and handle all creative

- Handle all creative including 3D, 2D and AV 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 – Organising relevant training

- Organise training sessions that update teams on new technologies/designs. Training sessions to be held at least once a month.

#### Key Results Area #4 – Working with marketing team

- Meet marketing team and understand brief completely. To ensure all time lines are met as per clients expectations.

#### Key Results Area#5 – Working with production team

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

#### Key Results Area #6 – Checking settlements and Compliance

- Ensure all settlements are checked against budget allocated
- Ensure all bills are compliant as per company regulation

#### Key Results Area #7– Management of discipline and a guarding of Wings culture

- Ensure all employees report into office by 10.00AM.
- Ensure only 2 breaks of 15 minutes each
- Ensure all employees follow the Wings dress code.

