

# Job description: GRAPHIC DESIGNER

KEY RESULT AREAS AND OBJECTIVES	TASKS
Which are the key result areas and what are the deliverables in each area?	Which are key tasks in order to achieve the results in each area?
<p><b>1. Media/information carriers (print, multimedia, web)</b> Advise and deliver to the project managers and clients the appropriate media packaging for the agreed communications, education and research services according to the agreed costs and time lines</p>	<ol style="list-style-type: none"> <li>1. Participate in project teams according to the Ismar Standard Operating Procedure (SOP) Project Management and provide input regarding the information carriers</li> <li>2. Critical review of P&amp;Qs (Proposal &amp; Quotation) for the media elements, etc</li> </ol>
<p><b>2. Graphic design &amp; lay-out</b> Develop for the project managers and clients the appropriate design and lay-out for the agreed services according to the agreed costs and time lines</p>	<ol style="list-style-type: none"> <li>1. Create attractive and functional design for print material and multimedia</li> <li>2. Select and direct subcontractors (programmers, printers, etc) to ensure optimal price/quality ratio</li> <li>3. Participate in client meetings and/or events, congresses, etc</li> </ol>
<p><b>3. Web design</b></p>	<ol style="list-style-type: none"> <li>1. Create conceptual framework and outstanding design for internal and sponsored websites</li> <li>2. Select and direct subcontractors (programming, hosting, etc) to ensure optimal price/quality ratio</li> <li>3. Participate in client meetings</li> </ol>
<p><b>4. SOPs and filing systems</b> Assure compliance with internal SOPs and filing systems</p>	<ol style="list-style-type: none"> <li>1. Perform or contribute to the filing of project-related materials according to the Ismar SOP Filing System</li> <li>2. Include all project-related hours and expenses in ProManager according to the SOP</li> </ol>
<p><b>5. Creative ideas, expertise and innovation</b> Develop new creative concepts and communicate these in the organisation</p>	<ol style="list-style-type: none"> <li>1. Stay up-to-date with latest developments in the field of design and web</li> <li>2. Search for new creative ideas around medical communication and education</li> </ol>

## KNOWLEDGE AND SKILLS

<b>Education</b>	Master in graphic design, communication design, multimedia design or product development (or relevant by experience)
<b>Knowledge and technical skills</b>	<ol style="list-style-type: none"><li>1. Being able to develop strong media concepts (online/offline)</li><li>2. In depth knowledge of Adobe Creative Suite</li><li>3. Good knowledge of HTML, CSS, Javascript and Actionsript</li><li>4. Good knowledge of MS Office</li><li>5. Good knowledge of Content Management Systems (CMS)</li><li>6. Basic knowledge of PHP, MySQL is a plus</li><li>7. All-round interest in internet, design and new media</li><li>8. Speaking and writing the English language fluently</li></ol>
<b>Experience</b>	A minimum of 3-5 years professional experience as a graphic designer is a must