

Job Specification

Post title	Graphics Designer
Responsible to	MaaMonth Manager

Role Purpose

- To work closely with the MaaMonth Manager in creating, designing, and editing high quality material for MaaMonth.

Role Outline

Key responsibilities and objectives of the job:

- To work closely with the MaaMonth team.
- To design professional posters for MaaMonth
- Work creatively in advancing the impact MaaMonth has on social media i.e. designing leaflets, posters, informatics, banners etc.
- To promptly upload content on MAA's Media drive.
- Attend MaaMonth team meetings
- To complete any tasks given by the MaaMonth Manager
- To support and work closely with your team

Key Skills

- Organisation
- Team Work
- Communication- Written and Verbal
- Time Management
- Attention to detail

Essential Experience

- Proficient in using a design software; examples include Adobe Photoshop, Illustrator, After Effects or other.
- Ability to priorities workload
- Creative vision

Desirable Characteristics

- Punctuality
- Enthusiasm
- Efficiency
- Decisive
- Ability to work well with the lead.
- Good time management