

Job Title: Graphics Design Manager
Reports to: VP Global Marketing
Location: London | New York | Toronto
Department: Content & Campaigns

Seeking a senior graphic designer to visualize and create captivating graphics for our print and digital material. This designer will help recraft a new look and feel, to revitalize the existing brand guidelines for both print and digital material. Our ideal candidate is highly creative, and not afraid to take risks. They have a keen eye for detail and is an expert in the fundamentals of graphic design, and the ability to bring a concept to a graphic reality – with impact. Ultimately, we are looking for a graphic designer who tells stories through visually amazing art, to make ContractPodAi stand above its competitors.

Reporting directly to the VP Global Marketing this role will collaborate with internal and external stakeholders to translate business imperatives into effective visual communication. Part of the function of this role is to produce layout and graphical designs that not only 'Wow' the audience, but that are Buzz worthy!

| Job Responsibilities |
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| Strategize with the Marketing team to conceptualize, design and create assets for all company design needs |
| Work with content writers to ensure that content and imagery are aligned |
| Responsible for creating professional grade designs and layout for brochure, whitepaper, infographics, and research – in InDesign |
| Transform statistical data and complex ideas into visually appealing presentations and infographics |
| Maintain central repository for company templates, letterhead, property photographs, logos, videos, presentations, design files, etc. |
| Present finalized ideas and concepts in meetings |
| Craft animated infographics, and GIFS for social media consumption |
| Keep up to date with current usability and design trends |
| Direct work with Product Management and Technology teams on special projects, from time to time |



Requirements

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| Degree or Diploma in graphics, web design or related field |
| 5-10+ years graphic design experience with application in print and digital |
| Proficient in Adobe Creative Suite (InDesign, Illustrator, Photoshop, Premiere) Master of Microsoft PowerPoint |
| Understanding of branding and how it carries across various channels |
| Knowledge of digital design process and best practices, including image optimization, responsive design, compact GIF / animated graphics |
| Excellent verbal and written communication skills |
| Ability to manage multiple projects simultaneously with tight deadlines and deliver quality outcomes on time. |
| High level of attention to detail |
| Video creation and editing capabilities – an asset |

To Apply:

- Forward CV to Careers@ContractPodAi.com
- Include samples of your work, and previous project designs.
- Include “Graphics Design Manager” in the subject line.