

Minds' Mind Multimedia
Watch Tower Junction Paynesville, Liberia
Email: contactmmmfirst@gmail.com

Vacancy

Job Title: Graphic Designer

Reports to: Business Manager

Duration: Initial 1 year (Renewable upon satisfactory performance)

Deadline for application is January 11, 2019

Minds Mind Multimedia is a fast moving Multimedia Corporation which puts creativity, innovation and style in all that we do. Our team of professional staff is ready to help you meet all your needs to make your brand roar in this ferocious market. We support our staff and manage images of businesses and institutions although new we are gradually becoming leaders in be it photography and videography to printing; from audio and sound production to advertising and marketing; from media pitching to public relations; from brands management to social media and we got it all cover. We are looking for Graphic Designer to spearhead our graphics and design works. The successful candidate will play a key role in increasing our clients base and retaining them through high quality outputs

Responsibilities

- Liaising with clients to determine their requirements and budget
- Managing client proposals from typesetting through to design, print and production
- Working with clients, briefing and advising them with regard to design style, format, print production and timescales
- Developing concepts, graphics and layouts for product illustrations, company logos, and websites
- Determining size and arrangement of illustrative material and copy, and font style and size
- Preparing rough drafts of material based on an agreed brief
- Reviewing final layouts and suggesting improvements if required
- Liaising with external printers on a regular basis to ensure deadlines are met and material is printed to the highest quality
- Other duties as assigned by supervisor

Key skills for Graphic Designers

- Excellent IT skills, especially with design and photo-editing software
- Exceptional creativity and innovation
- Excellent time management and organizational skills
- Accuracy and attention to detail

- An understanding of the latest trends and their role within a commercial environment
- Professional approach to time, costs and deadlines

Qualifications

- High School diploma or better
- Knowledge of Computer application including Photoshop and Corel Draw
- Graphic Design Skills, Layout Skills, Creative Services, Customer Focus, Creativity, Flexibility, Attention to Detail, Deadline-Oriented, Desktop Publishing Tools

If you want to join the team of creative innovators please, send your application including cover letter, CV and contacts of three references through email at contactmmmfirst@gmail.com or deliver **hard copy** to:

The Creative Director/CEO
Minds' Mind Multimedia
Watch Tower Junction Paynesville, Liberia

Only shortlisted candidates will be contacted. This job is strictly commission based. Females are encouraged to apply. **Deadline for application is January 11, 2019.**