

JOB DESCRIPTION

TITLE:	Apprentice Graphic Designer
SALARY:	£120 per week + Annual bonus
LOCATION:	Manchester, City Centre
HOURS:	40 hours per week
ACCOUNTABLE TO:	Graphic Designer
CONTACT INFORMATION:	0161 883 1122

JOB SUMMARY

- Assisting with creating and updating graphics for print
- Assisting with creating and updating graphics for web
- Communicating regularly with other team members
- Communicating via email with clients, and telephone when required
- Assisting with designing websites and logos
- Assisting with managing projects from beginning to end. Including; initial contact, quotations, closing sales, development, amendments, signing off, marketing campaigns, updates and reviews
- Assisting with managing outsourced developers, designers, illustrators, programmers, researchers, marketers (training will be given)
- Assisting with installing and maintaining hardware and software
- Meeting agreed deadlines
- To work both independently and as part of a team
- Assisting with expanding our web design and development services through developing sources of new business

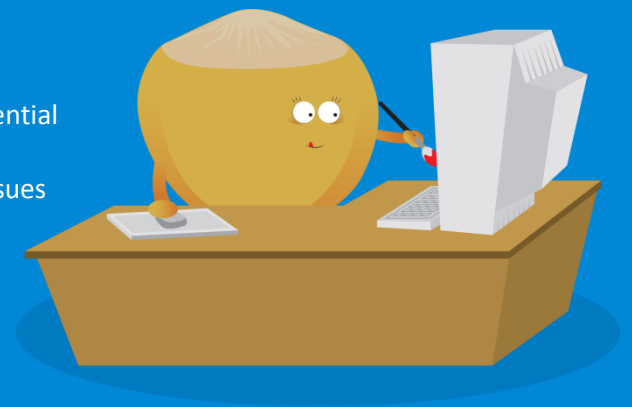


VALUES

- To put clients first in everything you do and put each client's needs at the centre of all decisions. To accept that some clients need more help, and that not all their goals will be realised, however, to strive to achieve the best possible results for each of your clients in all circumstances.
- To value each client as an individual, respect their aspirations, beliefs, commitments, and seek to understand their priorities, needs, abilities and limitations. To take what others have to say seriously. To be honest about your point of view and what you can and cannot do.
- To strive to improve people's experiences of web design and development. To value excellence and professionalism wherever you find it – in the everyday things that make people's lives better as much as in web developments and design as in service improvements and innovation.
- To earn the trust placed in you by insisting on quality and striving to get the basics right every time: good design, effective websites, good communication, professionalism and efficient service. To welcome feedback, learn from your mistakes and build on your successes.

RESPONSIBILITY

- To manage all tasks effectively and efficiently.
- To discuss services and options to team members and potential clients.
- To provide support, consultation and advice on relevant issues to clients and team members.
- To act as a resource for team members and clients. To provide advice, this includes recommendations of the best course of action.
- To assist with the co-ordination and delivery of services.
- Spend time with any team member as requested



COMMUNICATION

- To contribute to regular goal planning and ensure that information is shared/ communicated on a frequent basis.
- To deliver ideas, to clients and other team members.
- To use communication skills to facilitate good relationships with team members and clients. To ensure the smooth running of services by effectively communicating with all relevant parties.
- Be responsible for dealing with enquires related to our services.
- Attend meetings with other team members and ensure that points arising from these meetings are actioned.
- Keep in regular contact with clients whose services you are overseeing to ensure you are delivering added value to client relationships.
- Ensure that client queries are dealt with promptly and professionally.

SERVICE DEVELOPMENT AND IMPROVEMENT

- Assist with the preparation of quotations for potential clients.
- Highlight areas that could be improved to co-workers.

- Conduct research and gathering of data and relevant information as needed to develop successful business proposals.
- Assist with managing client relationships to ensure revenue growth.

FINANCIAL RESPONSIBILITY

- Ensure you get the best price for any products/services purchased.
- Ensure all receipts are kept (paper or email).

TEAM MEMBERS MANAGEMENT AND HUMAN RESOURCES

- Work well with all team members.
- Assist with the development of other team members as required

TEACHING, TRAINING AND PROFESSIONAL DEVELOPMENT

- To participate in the teaching and training of team members as agreed.
- Take an active role in your own development.
- Complete all college coursework on time.

PROFESSIONAL

- Act professional at all times.
- Where appropriate, participate in the appraisal system as appraisee, and intermittently an appraiser and be responsible for fulfilling agreed objectives and personal development plan.

ORGANISATIONAL

- To demonstrate effective time management and organisational skills during management of own workload and to be able to adapt to an unpredictable work pattern on a daily basis.
- To contribute to service developments.

This job description is not meant to be exhaustive and reflects only the current and anticipated responsibilities of the post. The successful applicant will be expected to work flexibly in order to meet the overall needs of the position.

If you have any questions regarding the job description please contact 0161 883 1122.