

## PERSONAL SPECIFICATION

<b>Post</b>	Apprentice Graphic Designer
<b>Location</b>	Manchester, City Centre

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>No formal qualifications required.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience using computers</li> <li>Experience using Microsoft Office products (word and Excel)</li> <li>Experience using websites</li> <li>Experience sending emails</li> </ul>	<ul style="list-style-type: none"> <li>Experience creating graphics</li> <li>Experience building websites</li> <li>Dealing with customers (in person / via email / on the phone)</li> </ul>
<b>Skills, abilities and knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge of the internet</li> <li>Be familiar with Microsoft Office products (word and Excel)</li> </ul>	<ul style="list-style-type: none"> <li>Experience of Adobe Photoshop and Illustrator.</li> <li>Interest in designing for print</li> <li>Interest in design for web</li> <li>Knowledge of marketing</li> </ul>
<b>Qualities and attributes</b>	<ul style="list-style-type: none"> <li>Good interpersonal skills.</li> <li>Good communication skills, writing skills and people skills.</li> <li>Ability to work independently and as part of a team.</li> <li>Ability to work on multiple projects simultaneously.</li> <li>Good IT skills.</li> <li>Good organisational and time management skills.</li> <li>Able to correctly prioritise tasks.</li> <li>Take pride in your work.</li> </ul>	<ul style="list-style-type: none"> <li>Sales experience.</li> <li>Ability to work under pressure.</li> <li>Willingness to learn new skills and rise to new challenges.</li> <li>The persistence to work hard to achieve the best possible outcome.</li> <li>Experience of breaking down large projects into smaller tasks and prioritise them accordingly.</li> <li>Understanding of cost and best value</li> </ul>
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>Willing to travel occasionally.</li> <li>Must be keen to progress, learn and adapt to new environments and challenging situations.</li> <li>Not afraid to get involved in a project outside of a traditional skill set.</li> </ul>	