

APPRENTICE GRAPHIC DESIGNER

1. Reporting to:

Lead Designer

2. Job Description

Apprentice Graphic Designer will work with team to learn graphic design, improve skills, adopt new tools/software, and learn Penji's design process. Apprentice Graphic Designer will be required to work with design and content team. Together with your team, you will learn effective design practice, time management, and customer service in order to produce quality design that's usable by our clients.

3. Responsibilities

- Constantly learning
- Working in team environment
- Working with Content Writers, other designers, and developers when necessary to complete a project
- Create designs through a variety of mediums including but not limited to; print, social media, web, etc.
- Assist in preparations of presentations, web page layouts, catalogs and other collateral as necessary

4. Requirements

- Experience with Adobe Photoshop, Illustrator, InDesign Microsoft PowerPoint, and Canva
- Strong design sense, ability to handle typography and have interactive skills
- Basic photo editing and illustrating skill
- Flexible to work with other departments and assist on projects as needed
- Able to be part of a community and work in a team environment

5. Key Behaviors

- The ability to meet deadlines in a high pressure environment
- Strong written and verbal communication skills
- A determination to achieve and succeed
- A background of working as part of a design team
- The ability to see projects through from inception to production
- Consistency regardless of project size
- Excellent organizational skills that support the rest of the team
- The motivation to maintain and improve design standards
- The willingness to listen to feedback and use it to improve

6. Key Performance Indicators

1. Completion Percentage
2. Quality of Work

If you're interested in this position please email Khai@penji.co your resume and portfolio.