

# Graphic Designer

**Department:** Marketing

**Reporting to:** Director of Marketing

## Responsibilities

- Following established brand guidelines, design content up to brand standards for brand, sales and marketing collateral (flyers, brochures, presentations whitepapers, manuals, RFP templates, tech sheets, trade show material, etc.).
- Prepare print-ready files for production and maintain an organized file repository of approved brand assets and production files on the company drive.
- Design and create newsletters in e-marketing software (HubSpot) on time in accordance with the marketing and editorial calendar.
- Develop creative solutions for web initiatives including landing pages, social media content, email marketing newsletters, ad banners and other digital brand assets.
- Assist in the ongoing development of the website's front-end visual design needs.

## Requirements

- Advanced knowledge of Adobe Creative Suite (Illustrator, Photoshop, InDesign and Bridge) in a Mac environment.
- Minimum 3 years experience with web based solutions (email marketing software, social media management platform, landing page WYSIWYG tool, content management system etc.)
- Ability to work in a fast-paced and multi-tasking environment.
- Capable of working within InDesign in creating document for print.
- Strong problem-solving abilities
- Detail oriented and interest in following design and brand trends across industries
- Highly organized
- Initiative and willingness to learn

## Assets

- DEC, AEC or equivalent in graphic design or in any related field.
- Previous experience working for a technology company or digital agency
- Previous experience with Adobe After Effects for motion graphics support
- Previous experience with Final Cut or Adobe Premier to support small internal video projects
- Previous experience with 3D modeling, texturing and rendering in Blender or similar programs
- Knowledge of HTML/CSS
- Bilingual (French/English)

***Candidates who do not submit a portfolio will not be considered***

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Why BusPatrol? A fast growing safety technology company in downtown Montreal....

- Leadership and growth opportunity for qualified designers
- Opportunity to diversify your skill set by participating in different projects
- CSR opportunity to make a big impact for student safety
- Relaxed family-like environment
- Working with dynamic staff
- Personable, friendly staff

Job Types: Full-time, Contract

Experience:

- Graphic Design: 3 years (Required)

Work remotely:

- No