



JOB DESCRIPTION

JOB DETAIL

Job Summary:

The Graphics Designer is responsible for all artwork created for the contents BCC produce.

Job Duties:

- Leading the marketing and branding related activities of BCC.
- Apply knowledge of graphics designing to successfully execute and complete various projects.
- Execute document layout, design, and revisions.
- Engage with and prepare professional marketing materials for both digital and traditional marketing platforms.
- Graphics design layout for handouts, brochures, flyers, business cards, invitation cards etc.
- Original illustrations for web articles, reports, brochures, posters, and social media posts
- Provide design input for various video and photography.
- Provide design input for website development.
- Provide design input for presentations and proposals.
- Review final layouts and suggest improvements.
- Generate design from concept stage to final delivery and actively contribute to the creative process.
- Maintain an archive of all the contents created.
- Support and lead design process of reports and presentations.

Additional Responsibilities:

- Perform other work-related duties assigned by the Business Center Corporation.