

<b>Job Title:</b>	Graphic Designer (Full time)
<b>Reports to:</b>	Marketing and Events Manager
<b>Job Purpose:</b>	Production of visual assets across the business for both internal and external communications. Custodian of the Eckersley O'Callaghan graphic identity. This remit spans marketing, communications, bid management and internal resources.
<b>Relationships:</b>	Build and maintain close working relationships with clients, staff, and directors in the UK and globally

**Eckersley O'Callaghan** is one of the most innovative engineering design firms in the world, with a global reputation cultivated through a commitment to research and creative thinking. We enjoy working with a range of materials, forms and building types across diverse sectors and project scales to deliver imaginative solutions. Our multiple award-winning collaborations with forward-thinking architects such as Foster + Partners, Zaha Hadid Architects and Heatherwick Studio, for clients that include Apple, Google, Vitsoe and Bulgari, have placed us at the forefront of design in structures and facades. Our commitment to sustainability, digital design, and continuous research and development remains at the core of our approach.

We offer a stimulating work environment with enthusiastic, intelligent, hard-working colleagues, and support personal development through training and project opportunities. Our principal office is in London, with other offices in Manchester, Paris, Milan, New York, Los Angeles, San Francisco, Delhi, Hong Kong, Shanghai and Sydney.

We aim to always produce the very highest standard of visual communication. Our graphic identity is strong and our brand is well respected throughout our industry. We are looking for a talented Graphic Designer to join our London office to help manage and develop Eckersley O'Callaghan as a global brand. This is an opportunity for a creative and passionate graphics professional to join a small and friendly marketing team and play an integral role in the management and development of our brand as we continue to grow as a global business.

### KEY RESPONSIBILITIES

- Custodian of logos, graphical assets, imagery and templates
- Guardian of all project imagery
- Purchase project imagery as required
- Responsible for managing staff photography
- Design and distribution of EOC's external newsletter
- Management of bid templates and routine updates
- Design of CV's, project profiles and standard bid pages
- Support in design of high value bids and ensuring correct visual representation of EOC on external communications
- Maintain, develop and update a suite of presentation slides
- Create presentations for competitions, bids, B2B's and as required
- Create illustrations as required for engineers
- Design and create electronic invitations and cards
- Overall management and development of flyers and brochures
- Assist with the creation of dynamic and video content for social media
- Development and maintenance of content across the EOC website
- Creation of project boards for offices and exhibitions
- Design of EOC branded material, stationery, and gifts

### JOB KNOWLEDGE, SKILLS & EXPERIENCE

- Educated to degree level in Graphic Design
- Strong track record of prior experience in a similar graphic design role ideally within the built environment sector or similar
- Able to tactfully influence at all levels
- Able to understand technical content and concepts and translate them into simplified and understandable messages

- High proficiency with Adobe Creative Suite specifically InDesign, Illustrator and Photoshop
- High proficiency with all Microsoft applications
- Prior experience of using WordPress and MailChimp
- Creative and innovative with a passion for design whilst working within the parameters of the brand
- Able to oversee production of physical collateral
- Excellent standard of written English and verbal communication skills

#### **PERSONAL QUALITIES**

- Excellent organisational skills with the ability to prioritise and multi-task
- Able to work on own initiative with minimum supervision
- Able maintain a calm focus during hectic periods
- Ability to work to tight deadlines and under pressure
- A keen eye for detail
- A flexible, positive approach able to work as part of a team in a busy, creative atmosphere.
- Ability to communicate with people of all levels
- Proactive, with the ability to deal with issues before they arise
- Punctual
- Delivers on commitments

#### **WE OFFER**

- A stimulating work environment with a smart, diverse and motivated set of colleagues
- A competitive salary and benefits package
- Flexible working around core hours
- Opportunities for continuing professional development
- Opportunities for career growth
- Collaboration opportunities with EOC offices around the world
- World-class projects with leading architects and collaborators