



## Junior Graphic Designer - H&H Reeds

**Job Title: Junior Graphic Designer - H&H Reeds**

**Reporting to: Creative Lead**

**Overall Job Purpose:**

To undertake design in accordance with customer requirements thereby enabling H&H Reeds to be the chosen provider for print, signs and digital media.

**Job Description**

**Primary Accountabilities**

1. To provide design and pre-press services to customers including the following:
  - utilising print and graphic design software
  - taking instruction for the Creative Lead to support the production of creative artwork
  - taking customer enquiries and orders either face-to-face or by telephone
  - ensuring that customer requirements are understood
  - working on multimedia projects including corporate branding, commercial print, websites, signage, advertising, exhibition and marketing projects
  - advising customers on aspects of design, quality and cost efficiency
  - providing creative advice as required to customers
  - designing in accordance with customer requirements
  - ensuring that the imposition in respect of design layout is correct prior to production
  - working with the sales and production teams to deliver efficient production routines to meet the sales deadlines
  - liaising with the production team and the customer to resolve any print issues
  - understanding how the company can support and deliver added value to the customers
2. To liaise with the Production Team to ensure that all details are correct in accordance with the work dockets prior to plates being made
3. To maintain and develop existing and new customer relationships.
4. To receive customer complaints and either refer them to the Creative Lead or deal with them in accordance with appropriate procedures.
5. To monitor the sector for H&H Reeds and to maintain an awareness of new methods, services and products in order to ensure the company is capable of reaction to any developments.
6. To attend training and to develop relevant knowledge and skills.



## **Junior Graphic Designer - H&H Reeds**

### **Secondary Accountabilities**

1. To maintain current knowledge with regard to Health & Safety and in particular to legislation relevant to the company in order to advise colleagues or seek advice accordingly.
2. Operational ad hoc duties.