



GRAPHIC DESIGN ASSISTANT

REF. NO. 861

About us

Established in 2003 and now in its 13th year of successful trading, our technical recruitment company has offices in London, Manchester, Dubai and Abu Dhabi, which service a rapidly growing mix of national and international clients across the Aerospace & Aviation, F1 & Motorsport, Engineering & Defence and Marine.

Number of employees

50

Tasks

1) BRAND CAMPAIGNS AND ACTIVATION

Campaign ideas and development; Imagery and photography; Digital and print production.

2) BRAND IDENTITY DEVELOPMENT

Review of the VHR brand identity; Logo and visual assets; Guideline; Brand Imagery and Development and Signage and Stationary.

3) COMMUNICATIONS, WEB, SOCIAL

Website development; Social Media Pages support and development.

4) MARKETING SUPPORT

Trade and Industry: Supporting industry presentations, awards submission and key events.

Clients: Preparing client presentations, developing joint marketing and pr campaigns with major clients.

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Contractors: Assisting with large client teams to ensure staff are well informed and briefed as they embark on new positions (in new countries).

Internal: Circulating internal news of key interest to each office and via the e-newsletter platform. Company presentations.

5) PRODUCT SUPPORT

Developing Industry Sector Communications ranging from Presentations, Marketing Materials, Digital and social media content.

6) EVENTS

Supporting VHR with key events calendar with and for clients and internal events such as office move, end of month celebrations, various parties, networking events and evenings.

Skills needed

- ✓ Strong Idea and Concept Generation and familiar working with corporate identities
- ✓ The right candidate will be an experienced user of Photoshop, Illustrator, Indesign, Microsoft Power Point, Office & Word
- ✓ Additional knowledge of photography, film and video editing (PremierPro or similar) and website development (Wordpress) is desirable but not required
- ✓ They will be hard working, quick learning and able to work accurately and to deadlines
- ✓ They will be self-motivated, creative and able to work in a team
- ✓ Fluency in English and 1 other language would be desirable
- ✓ Relevant marketing degree (or working towards)
- ✓ The ability to talk confidently to professionals over the phone is a bonus.

Skills to be acquired

Reporting to the Head of Marketing this role is a great introduction to Marketing and Design with the opportunity to gain experience in designing, producing and implanting all aspects of a rapidly growing brand to global clients and regions. You will learn to apply graphic and design skills together with improving your organisational and time management skills and how to work within a brand led organisation.

Duration of the internship

minimum 4 months, preferably 5-6 months

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no maximum lengths

Office languages

English

Location

Central London (SE16)

Financial support

Expenses only (£10 a day)

Office hours

Monday-Friday 9am-6pm, 1 hour lunch break