**Add Energy Internal Role Profile**

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| Position Title: | Graphics Designer |
| Department: | Business Development |
| Billable/Non-Billable: | Non-Billable |
| Normal Place of Work: | Aberdeen |
| *Reporting to:* | Senior Graphics Designer |
|  | JOB DESCRIPTION |
| Job Purpose: | The purpose of the Graphics Designer is to ensure documentation and marketing materials produced by Add Energy is in line with brand guidelines. The Graphics Designer is solely responsible for the delivery of all internal communication documentations and design. |
| Key Responsibilities: | * Assist the Senior Graphic Designer in creating branding, sales and marketing materials both internal and external (when required) * Creator of all Add Energy proposals, ensuring that the latest revisions and templates are being utilized to best sell Add Energy’s services and expertise * Owner of headshots and CV’s (design) * Developer of internal news, including the Bi-Weekly Newsletter and the Energizer * Supporting the creation of graphics materials for charity and social events * Assist and Collaborate with Senior Designer/Team Members in the creation of graphic, web and screen design * Follow the design process within Add Energy * Ensure the design brief is adhered to and any suggestions of improvements are discussed with the Senior Designer * Ensure all artwork produced meets the needs, requirements and brand values of Add Energy * Understand the design process from conceptual development through to delivery of the final visual design * Encourage feedback from senior members of the team to hone skills and improve design |
| Essential Knowledge, Experience & Skills | * Experience in Adobe In-Designed * Experience in video development and editing * Ability to use social media * Understands inbound marketing * Ability to use HubSpot |
| Desirable knowledge, Experience & Skills | * Ability to code websites |
|  | PERSON SPECIFICATION |
| Qualifications: | * Graphics Degree or equivalent |
| Work Experience: | * 1 years design experience preferred * Understanding of the O&G Industry |
| Personal Attributes & Abilities: | * Able to work under pressure * Able to deliver on deadlines * Driven to succeed * Passionate * Creative * Welcomes continuous personal development |
| Essential Behaviours & Competencies: | * Integrity * Results Focus * Performance Management * Independence * Interpersonal Awareness * Concern for Impact * Motivation and Self Belief |

Signed:………………………………………………………………………….. Date:……………………………………………