



Smith + Andersen

1100 – 100 Sheppard Ave. East, Toronto ON, M2N 6N5
416 487 8151 f 416 487 9104 smithandandersen.com

Junior Graphic Designer

6 month contract position, beginning January 2020

You are a creative thinker who is interested in using both print and digital materials to support business to business marketing and communications initiatives. Passionate about design, you take pride in producing pieces which clarify complex ideas and make a strong first impression. Organized and efficient, you're comfortable working as part of a team that is striving to create effective internal communications documents and exciting external marketing pieces. You're able to stay on task for both long-term and short-term initiatives, and are ready to aid others when they need a helping hand. You're comfortable working within templates, but you're also interested in coming up with fresh new ideas - designing print, web, and multi-media marketing assets which strengthen the corporate brand.

Does this sound like you? If so, **here are some of the more detailed responsibilities you can expect in this position:**

- Design and layout eye-catching pieces using Adobe Creative Cloud and Microsoft software.
- Help organize and curate the company's image library, which includes project photography, staff photography, iconography, stock photography, and corporate logos.
- Design materials that adhere to the Corporate Brand Guide, and generate new design materials which build brand equity.
- Work within templates and support ongoing internal communications initiatives as required, including (but not limited to) producing graphics for e-blasts, new hire emails, and newsletters.
- Work within templates to complete external communications pieces as required, including (but not limited to) advertisements, e-blasts, brochures, reports, advertisements, signage, and presentations.
- Develop new internal and external graphic collateral (digital and print) as required. Collateral may include (but is not limited to): infographics, case studies, posters, brochures, and presentations.
- Ensure all marketing and communications graphics are aligned with the Corporate Brand Guide, and obtain appropriate approvals.
- Provide graphic, digital, and print support for corporate events as required.
- Design graphics for promotional materials (e.g., hats, golf balls, etc.).
- Support Marketing and Communications team as required, providing recommendations for graphic design alternatives, enhancements, and solutions.

Here are a few more **qualifications** which will help you with these responsibilities:

- College or University graduate from a Marketing or Design Program
- Ability to organize, attend to detail and accuracy, and work within timelines.
- Knowledge of graphic design, printing, and production.
- Experience with a wide range of design software technologies, particularly Adobe Creative Cloud.
- Interest in print layout and design, including brochures, sell sheets, white papers, and other corporate collateral.
- Adaptive design eye and skill.
- Strong attention to detail.
- Ability to absorb and apply constructive criticism from peers and internal / external clients.
- Strong work ethic and ability to work with minimal supervision and under tight deadlines.



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For more information about Smith + Andersen, please visit our website at www.smithandandersen.com. To apply for this position, please email your resume and cover letter to careers@smithandandersen.com. Please place the job title and office location in the subject line of the email.

Appropriate accommodations will be provided to candidates upon request throughout the recruitment and hiring process. Successful applicants will be advised of Smith + Andersen's accommodation policies at the time the employment offer is extended.

Only qualified candidates will be contacted.

Smith + Andersen is an Equal Opportunity Employer

Smith + Andersen is a trusted Canadian consulting engineering firm with offices in Vancouver, Kelowna, Calgary, Edmonton, Winnipeg, London, Toronto, Ottawa, and Halifax. Founded in 1965, Smith + Andersen has organically grown from an established reputation as trusted mechanical and electrical consultants, reaching new levels of engineering and design excellence in the communications, security and audiovisual fields, and providing enhanced services such as lighting, building automation systems, and intelligent integrated systems design. Thanks to their client-focused approach, Smith + Andersen is able to apply efficient, sustainable, and reliable design and engineering solutions on the most exciting projects across Canada. From fully-integrated hospitals and welcoming schools, to healthy workplaces and secure transit stations, their team has established lasting relationships with public and private sector clients across the country.