

JOB DESCRIPTION

Job title:	Senior Designer	Country/ Department / Branch:	Marketing, Vietnam
Reports directly to:	Marketing Manager	Office Location:	Hanoi, Vietnam
Number of employees reporting to this position:	1	Date Job Description issued:	25/09/2017

POSITION PURPOSE

To be responsible for all creative Marketing activities in order to: (i) boost sales from existing agents through sales offices in market and online, (ii) boost sales from our destination offices by supporting with In destination marketing, (iii) provide effective support to new business development activities in all areas.

RESPONSIBILITIES

Accountabilities	Deliverables	KPIs
Core Responsibilities	<ul style="list-style-type: none"> • Manage design team to ensure timely delivery of requested artworks, aligned to business needs and expectations: • This is included, but not limited to: • Support Digital marketer with online ads • Support Marketing Executive with promotion campaign artwork • Support Communications and Social Executive with social media artwork 	<ul style="list-style-type: none"> • Enquiries per consultant • Deadline completion of team
Key activities	<ul style="list-style-type: none"> • Discuss and contribute ideas to develop concepts • Present options and ideas to the team • Oversee execution with design team • Ensure quality control reporting and filing is maintained • Create and police brand guidelines • Advise in production phase including material recommendations, printing, quality control etc. • Support in monitoring work quality of outsourced agency regarding creative job for BT brand. 	



Knowledge

- Graduate, Bachelor degree in designing is preferred
- Strong graphic design skill, especially in graphic tools (Adobe Illustrator, Indesign, Photoshop)
- Preferred minimum of 5 year-experience in Marketing and Communications
- Experience in printing and production is a plus

Skills

- Knowledge of web-design is strongly preferred
- Good photography knowledge and skill is preferred
- Diligence and enthusiasm
- Creative flair
- Strong visual sense
- High attention to details
- English (enough for simple verbal and written communications)
- Good organisational skill
- Ability to work independently and in a team
- Ability to work under pressure and juggle multiple tasks
- Ability to present and explain ideas to colleagues
- Flexible and able to work with uncertainties and changing priorities
- Ability to meet tight deadline

Attitude

- Willingness to work overtime (paid)

WHAT WE OFFER

- A competitive salary package with performance pay and annual bonus
- Health Care and Personal Accident Insurance 24/24
- Educational trips and annual company trip
- 14 days annual leave, 12 days sick leave
- Working Hours: Monday to Friday 8:30am to 5pm. Every other Saturday 8:30am to 2:30pm
- Training courses with great career development opportunities
- Social club with monthly in/out of office activities
- Annual staff party and companywide team building days
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- Summer vacation within Vietnam and Asian countries
- Annual staff party

