

JOB DESCRIPTION

Job Title:	Visual Communications Designer	Employment Status	Project-based
Reports to:	Program Supervisor- MSME Resilience	Job Code:	TBA
Department/Group:	Learning and Development Unit/Special Project	Work Location:	Meralco Employee Service Building
Job Description			
<p>The Visual Communications Designer will create visually engaging, innovative and functional eLearning products. His/her design should reflect a thorough understanding of the right balance between business, design and the learners’ needs.</p>			

Role and Responsibilities

- Present the user-interface visually so that information is easy to read, easy to understand and easy to find;
- Prepare work by gathering information and materials;
- Generate clear ideas, concepts and designs of creative assets from beginning to end;
- Work collaboratively with the team and other partners to ensure a consistent, integrated brand perception and user-experience;
- Translate project requirements, user needs, technical requirements into designs that are visually enticing, easy to use, and emotionally engaging;
- Staying in the loop and on top of the latest standards, changes, trends in visual design field;
- Interpreting storyboards to tell visual stories that support learning;
- Be responsible for work planning and reporting;
- Contributes positively to a safe team environment that values equity and diversity and enables the achievement of personal and team goals;
- Work in a fast-paced, constantly changing environment;
- Address changes and feedback to course deliverables in a timely manner;
- Other tasks as instructed by supervisors

Qualifications and Education Requirements

- Bachelor's degree in graphic design, industrial design, or interior design, or equivalent experience
- At least 2 years of experience in graphic design

Preferred Skills

- Strong graphic design skills
- Layout skills
- Analytical skills
- Creativity
- Flexibility
- Attention to detail
- Deadline-oriented
- Desktop publishing tools and graphic design software
- Acute vision
- Time-management skills
- Communication skills
- Handles rejection

Reviewed By:	HR Manager	Date:	26 May 2020
Approved By:		Date:	
Last Updated By:	HR Manager	Date/Time:	15 April 2022