# JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Visual Communications Designer</th>
<th>Employment Status</th>
<th>Project-based</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports to:</td>
<td>Program Supervisor- MSME Resilience</td>
<td>Job Code:</td>
<td>TBA</td>
</tr>
<tr>
<td>Department/Group:</td>
<td>Learning and Development Unit/Special Project</td>
<td>Work Location:</td>
<td>Meralco Employee Service Building</td>
</tr>
</tbody>
</table>

## Job Description

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.

## 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
- Atleast 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

<table>
<thead>
<tr>
<th>Reviewed By:</th>
<th>Date:</th>
<th>26 May 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR Manager</td>
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<tr>
<td>Approved By:</td>
<td>Date:</td>
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<td>HR Manager</td>
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<tr>
<td>Last Updated By:</td>
<td>Date/Time:</td>
<td>15 April 2022</td>
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<td>HR Manager</td>
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