

Graphic Designer - Marketing Management

Job Title	Graphic Designer	
Division	Support Services Division	
Department	Marketing Services Department	
Section	Marketing Management	
Location	SMSA Support Services	Direct Reports
Reports To	Marketing Manager	
External Relations		
Internal Relations	All departments	

Basic Function

Develop design as per best practice design guideline and insurer adherence to brand manual guideline. Fully understand, drive and promote SMSA vision, culture and values.

KEY Responsibilities

Core

- Prepare design as standard of SMSA branding and guideline logos.
- Coordinate with printing supplier.
- Follow up with supplier for final output requirement.
- Prepare any exhibition logo and booth.
- Design flyers, sales banners, business cards, and others marketing materials by coordinating with appropriate departments.
- Provide to manager final art work to receive approval.
- Analyze and develop recommendations for marketing opportunities.
- Ensure all locally-developed creative marketing materials undergo brand review and adhere to strict brand guidelines.
- Perform other assignments as required.

General

- Coordinate with related department to insure proper execution Campaign as per brand standard.

EHS

- Understand and adhere to the company's environmental and safety policies.
- Regularly attend safety training and awareness sessions.
- Always use personal protective equipment (PPE) where required.
- Immediately report any environmental or safety concerns.
- Actively participate in emergency drills and respond as trained.

- Be aware and comply with all legal requirements related to environmental health and safety.
- Encourage colleagues to adopt safe and environmentally friendly practices.

Competencies - Professional and Technical

Behavioral Competencies

Analytical Thinking	Level 3
Communication	Level 3
Continuous Learning	Level 3

Technical Competencies

Design Applications Knowledge	Intermediate
MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Intermediate

Competencies – EHS

Knowledge of basic environment health and safety requirements
EHS corporate objectives awareness
Awareness of EHS requirements in the QEHS management systems
Have attended EHS awareness training (if applicable)
Awareness of Environment Health Safety incident reporting

Organizational Competencies

Intermediate

*Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)

Decision Making

Key Performance Indicators (KPIs)

Abide by the goal setting forms (Individual KPI'S) of the current financial year

Qualification : Education and Experience

Bachelor's Degree (Preferred specialization in their field of work). (Those in finance/ accounting jobs must be a CPA or equivalent. & or Any specialized positions like Pharmacist, Brand Advisor etc. must have degree in their specific field), Post graduate degree an advantage. At least four (4) years of relevant work experience, 2 years of which should be in Supervisory capacity, preferably in the same industry.

or

Diploma, certificate courses with over 4 years industry experience of which at least 2 years has been in Level-05 position

or

Diploma, certificate courses with over 5 years industry experience of which at least 2 years has been in Level-04 position

*Note: Industry Experience wherever its applicable

Date Of Release

Prepared By:	Reviewed by:	Approved by:	Endorsed by:
Updated by:	Date:	Approved by:	Date:

Employee Name:

I hereby confirm my utmost commitment in fulfilling all the requirements including above and any amendment to this document.

Management reserves the right to amend the Job description at any time without prior notice.

Signature:

Date: