

## AMP Haumi Management Ltd | Position Description

<b>POSITION</b>	Graphic Designer   Fixed Term (Parental Leave)
<b>REPORTING TO</b>	Marketing Manager
<b>DIRECT REPORTS</b>	Nil

Precinct is the largest owner and developer of premium inner-city real estate in Auckland and Wellington. This includes the recently opened retail and hospitality Commercial Bay precinct.

Generator is Auckland's leading flexible workspace provider. With have five sites in Auckland and a new site opening in Wellington in 2021.

With over 1500 members, Generator is known for its collaborative community, character-filled work and event spaces and innovative thinking.

Precinct Properties, the owner of Generator, also requires design support for the preparation of pitch documentation and presentation. There would also be a requirement for design development for the recently opened Commercial Bay retail and hospitality precinct (also owned by Precinct).

### Role Purpose & Scope

We are looking for an all-round graphic design superstar to provide support our business across a number of different areas.

As our in-house designer you will have the opportunity to work across a number of different mediums from the day to day creation of content – posters, menus, brochures and social content through to large proposals and presentations, as well as creative advertising campaigns and video and digital creation.

You will be required to work across a number of different locations dependant on the work, and you will be supported by our great team.

### Skills & Experience

- Minimum three years graphic design experience
- Tertiary qualification in graphic design
- Proficient with Adobe Creative Suite including InDesign, Photoshop, Illustrator, and the MS Office Suite are essential
- Video creation and editing and photography skills would be advantageous
- Basic level of coding would be advantageous
- Copywriting - we are looking for someone who can ensure the appropriate tone of voice is applied
- Formatting large, text-based documents, with experience in detailed proposals an advantage
- Incredible attention to detail – we would love someone that can spot a cheeky typo
- Good workflow management – We use Trello and you have requests coming in from all parts of the business all the time

We have an established identity and brand guidelines that the right person will be able to adhere to while ensuring the messaging is relevant in a rapidly changing world.

## **Key Relationships**

*Internal:*

Marketing Team, Property Team, Site Managers & Community Coordinators.

*External:*

Signage, Printers & Creative Agency.

## **Values**

- Client Focused
- Service approach
- Strive for excellence
- Teamwork
- Strong communication
- Committed to People
- Integrity