

## GRAPHIC DESIGNER - HANOI

### POSITION DESCRIPTION

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Start Date: Immediate

Category: Contract (Full-Time)

Location: Hanoi, Vietnam

This is a fixed-term contract position with the possibility of renewal based on performance and organizational needs.

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Established in 2015, The Global Citizen Education Group seeks to inspire change and make a difference by transforming every learner into a global citizen. Our goal is to empower individuals to seize the opportunities of the 21st century and develop holistically as lifelong learners.

Headquartered in Singapore, The Global Citizen Education Group continues to expand our reach to over 27 countries in the world. Our hope is to nurture global citizens who will make positive contributions to the community around them and innovate the world we live in.

### POSITION OVERVIEW

The position is a paid full-time position offered at The Global Citizen Education Group, which functions as the parent company for several subsidiaries and joint-venture companies. This position should commence immediately for a one-year contract, with the opportunity to extend. Applicants may request for minor changes to be made in their start or end date. As a Graphic Designer, your main role is to create and design various materials.

## **RESPONSIBILITIES**

- Collaborate with other agencies or media outlets, to build the company's brand and image.
- Create and design various materials for print and digital collateral,
- Ensure projects are completed with high quality and on schedule,
- Help manage the creative direction for the company as well as brand guidelines,
- Prioritize and manage multiple projects within design specifications and budget restrictions,
- Perform retouching and manipulation of images
- Work with a wide range of media and use graphic design software,
- Contribute to brochure, tradeshow booth designs, videos and websites,
- Create and design website pages with considerations for the UI/UX.

## **SKILLS AND QUALIFICATIONS**

- Bachelor's degree in Graphic design or related field;
- Demonstrated ability to design UI/UX for web-based platforms, including user flows, wireframes, and high-fidelity prototypes;
- Preferably experienced in design software such as Adobe InDesign, Adobe Illustrator, Adobe Photoshop, and Figma;
- Excellent verbal and written communication skills;
- Outstanding multitasking and organizational abilities;
- Strong writing, editing, and verbal communication skills in English

## **PERSONAL CHARACTERISTICS**

- Creative yet organized team player
- Independent task-driven learner who is comfortable working under pressure and while multitasking
- Comfortable with independent problem solving, in less than ideal situations and minimal supervision
- Able to handle changing environments as well as situations involving different cultures, languages and working styles
- Well organized with close attention to detail and implementation
- Thrives in a multi-faceted, fast-paced and challenging environment

## **BENEFITS**

- Competitive salary up to VND17,000,000 gross, based on experience.
- Travel opportunities with expenses covered.
- Ongoing professional development.

## **APPLICATION GUIDELINES**

Interested applicants should send a resume or CV accompanied by a cover letter to [katherine.le@theglobalcitizeneducation.com](mailto:katherine.le@theglobalcitizeneducation.com). Applications and interviews will be conducted on a rolling basis, and we will close the application once the position has been filled. All applications should be submitted in English and any supporting documents that are not originally in English should be translated.

Kindly understand that due to the volume of applications which may be received, only applications who are selected for an interview will be contacted. Interviews may be conducted online, or in person depending on the availability of the relevant interviewer.