



Position Title **Corporate Designer**

Location Toronto

Reporting To Vice President, Marketing

Position Overview This full time intermediate Corporate Designer position supports the Marketing team in the design and production of corporate, firm-wide marketing materials, as well as day to day marketing support for Investment Advisors and the corporate team for both the digital and hard copy collateral.

- Duties and Responsibilities**
- Design and production of corporate, product and education materials both digital and print media (Windows OS)
 - Maintenance of external website, providing updates to content and design
 - Create shared content (new web pages) for Advisor websites
 - Create templates for email marketing tool
 - Maintenance of internal homepage and marketing website
 - Design and maintenance of marketing material templates for Investment Advisors and corporate
 - Design/production of conference and event materials
 - Produce updates for the firm's social media, based off thought leadership from across the company
 - Maintain image library for firm
 - Brand development and maintenance of brand standards

- Education**
- University or college degree in marketing/graphic design or equivalent work experience
 - Industry related courses and continuing education is a plus

- Qualifications**
- At least 4 years experience in a corporate marketing role with strong graphic designer skills both digital and print media
 - Proficient communication skills, written and verbal
 - Able to work under pressure and manage multiple projects at once and in a timely manner
 - Must have a keen eye for detail
 - Adept in Adobe standard design software (InDesign, Photoshop, Illustrator) in Windows OS only
 - Must be proficient in Microsoft applications (Excel, Word and PowerPoint)
 - Microsoft SharePoint experience an asset
 - Video production and editing experience an asset
 - Social media knowledge and experience
 - Basic HTML knowledge and CMS experience an asset
 - Bilingual in both English and French an asset
 - Team player, customer focused, results oriented