

Graphic Web Designer

ETA Florence is a company that provides high-level scientific and engineering services in the field of renewable energy and the environment.

ETA's activities include the conception, preparation, organization and management of a series of high-level and large-scale international conferences, as EUBCE, the largest European biomass scientific conference, workshops, seminars and exhibitions in the field of renewable energy.

The ETA Graphic Designer is responsible for supporting and advising all divisions in the development and design of graphical concepts. He/she also develops and enforces brand guidelines, ensuring brand consistency and high-quality standards.

Main duties and responsibilities:

- Carry out the design and layout of all reports, briefings, brochures, leaflets, advertisements, etc.
- Implement and enforce ETA 's corporate identity across all platforms and tools
- Develop master templates for office stationery, reports, web banners, etc.
- Overall responsibility for content maintenance, production, updating, and improvement of all ETA web sites
- Proactively identify all documents, data and diverse materials (videos; photos) to be made available on the various websites;
- Manage the web development to redesign parts of the website and identify priorities for weekly updating and alteration;
- Be responsible for all format of photos, logos and documents;
- Develop websites/pages for specific activities (projects; events);
- Develop and implement new creative solutions and improvements to the web sites operated by ETA;
- Coordinate and manage the delivery of graphic materials from suppliers/printing houses
- Ensure high-quality and on-time delivery of design production
- Select and purchase graphic supplies as necessary
- Drive creative effort by bringing new ideas by keeping up to date with the latest developments in the design field
- Supervise the work of the design intern/junior designer or external designers when applicable

Required Qualifications:

- Experience in using Adobe Creative software (InDesign, Illustrator, Photoshop, Acrobat Pro)
- Proved competences in WordPress Website Development, HTML and CSS
- Knowledge of other software dedicated to graphic art (Dreamweaver, Flash, Illustrator, and Motion Graphics such as "After Effects", video editing) is an asset
- At least 3 years of experience in a similar position
- Demonstrable graphic design skills with portfolio
- Good visual composition
- Strong attention to detail
- Available for short trips to Europe to meet customers

Personal

- Creative, open-minded and innovative
- Good diplomatic and negotiation skills
- Patience and positive mind-set
- Excellent knowledge of graphic tools and graphic production
- Ability to deal with people from different cultures and nationalities
- Excellent organisational and time-management skills
- Stress resistant

Languages

- Very good English (written and spoken)

Note: only short-listed candidates will be contacted