

JOB POSTING

Graphic designer – Communications

Location: Pointe-Claire, Feric

FPInnovations is the world's largest private forest research institute, with the goal of strengthening the Canadian forest sector's global competitiveness through research, knowledge transfer and implementation.

The Feric division is responsible for evaluating and developing improvements to harvesting, transportation, silvicultural operations, as well as to operations and for wildland fire prevention and suppression.

TERM

This is a one year term position.

DESCRIPTION

FPInnovations is seeking a graphic designer for its Feric division. Under the supervision of the Communications Group Leader and working with the technical communications team, the Graphic designer is responsible for the layout of the division's publications and Web site, and ensures a visual quality control of publications as well as that the proper use of pre-established templates and graphic standards. The graphic designer also ensures that the publications are available to staff and on the Division's Web site for members.

RESPONSIBILITIES

- Creates graphic design and produces layout of printed and electronic publications (reports, brochures, newsletters, web sites, presentations, registration forms, etc.).
- Creates graphics and illustrations, and processes images to be used in publications, electronic applications and software.
- Responds to printing requests.
- Creates and updates document templates for the division, and ensures that pre-established templates and graphic standards are used properly.
- Adds and updates publications to the database and on the Web site.
- Archives communication working files.
- Replaces receptionist during her breaks.

QUALIFICATIONS

- Post-secondary degree in graphic design and 1 to 2 years of experience
- Bilingual (spoken and written)
- Ability to work effectively in a team and under tight deadlines
- Autonomous, strong attention to details; excellent organizational skills, ability to multi-task and effectively balance priorities
- Highly proficient in the use of Microsoft Office Suite and Adobe Creative Suite, including InDesign, Photoshop, Illustrator and Dreamweaver (PC environment).
- Flash/HTML expertise an asset.

Candidates are invited to submit their resume to Mahsan Sharif

E-mail : mahsan.sharif@fpinnovations.ca

Fax: 514-630-8865

Closing date: March 8, 2010

FPInnovations is an equal Opportunity Employer