



**Job Title:** Senior Visual Arts Specialist  
**Location City:** Gurgaon (New Delhi/National Capital Region)  
**Industry:** Consulting and Advisory Services  
**Company:** Everest Group

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### Company Description

Everest Group is an advisor to business leaders on global services with a worldwide reputation for helping Global 1000 firms dramatically improve their performance by optimizing their back- and middle-office business services. With a fact-based approach driving outcomes, Everest Group counsels organizations with complex challenges related to the use and delivery of global services in their pursuits to balance short-term needs with long-term goals. Through its practical consulting, original research and industry resource services, Everest Group helps clients maximize value from internal transformations, shared services, outsourcing and blended model strategies. Established in 1991, Everest Group serves users of global services, providers of services, country organizations and private equity firms, in six continents across all industry categories. For more information, please visit our websites - [www.everestgrp.com](http://www.everestgrp.com).

### Job overview

Be a part of the Visual Arts team which focuses on whitepaper production, designing marketing collaterals and formatting of reports/proposals as per a style guide. These include presentations, research reports (in PowerPoint, InDesign, and Word), marketing collaterals, and internal communication. Additionally the team also looks after HTML newsletters, and web banners and other areas of visual communication.

### Key responsibilities

- Provide support for designing of marketing and web collaterals as per style guide
- Collaborate with internal research and other associated teams
- Working with a team and ability to coordinate projects independently
- Generate new ideas and lead new initiatives based on the firm's requirement

### Skills & activities

- Expertise in Adobe suite and MS Office skills (PowerPoint, Word, and Excel)
- Good understanding of design concepts and strong knowledge of various design software
- Formatting and designing of business documents
- Strong oral and written communication skills
- Strong understanding of style/brand guidelines and have good attention to detail
- Ability to multi-task, work under pressure, and successfully manage deadlines
- Self-motivated; Should be able to prioritize and work independently
- Ability to interact and effectively work with others in a team environment
- Intellectual curiosity; open to learning and show receptiveness towards feedback

### Education & experience

- Bachelor's degree/diploma in Graphic designing/Fine Arts/Multimedia
- Minimum 5-7 years of relevant experience in graphic designing
- Skills in HTML/video editing/coding will be given additional weightage