



Job Title : Visual Arts Specialist
Location City : Gurgaon (New Delhi/NCR)
Industry : Consulting and Advisory Services
Company : Everest Group

About Everest Group

Everest Group is a consulting and research firm focused on strategic IT, business services, and sourcing. We are trusted advisors to senior executives of leading enterprises, providers, and investors. Our firm helps clients improve operational and financial performance through a hands-on process that supports them in making well-informed decisions that deliver high-impact results and achieve sustained value. Our insight and guidance empowers clients to improve organizational efficiency, effectiveness, agility, and responsiveness. What sets Everest Group apart is the integration of deep sourcing knowledge, problem-solving skills and original research. Details and in-depth content are available at 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

- Proficient 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 2-5 years of relevant experience in graphic designing
- Skills in HTML/video editing/coding will be given additional weightage