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Tashi InfoComm Limited

JOB DESCRIPTION

Job Title	Graphic Designer Cum Marketing Officer	Report to	General Manager
Department / Unit	Marketing	Supervises	None
Purpose of the Department / Unit: Marketing Department is responsible for the sales, promotion, advertisement, developing sales strategies and providing after sales services to customers.			
Brief duties and responsibilities: <ul style="list-style-type: none">• Ideation & concept development of promotion of products & services.• Creative design for social media promotion (Facebook, Twitter, Instagram etc.) of TashiCell products & services.• Creative design for TashiCell website.• Creative for advertisement with channel partners.• Design of offline promotional & marketing materials• Staying up to date with industry trends to keep ahead• Coordinate and monitor TashiCell influencers with regard to promotion of products/ services/offers.• Review of marketing & promotional contents of all TashiCell channel and update it periodically.• Maintain proper agreements & related documents with channel partners and update it on time.• Negotiate with reality show organizers and promote TashiCell through reality shows in the form of sponsorship & promotional strategies.• Develop marketing materials like banners, hoardings, stickers, streamers, flyers & brochures for new & existing products and services.• Negotiate and coordinate procurement of marketing merchandise like T-shirts, Umbrellas, bags, cap etc...• Review sponsorship proposals and apprise Management Committee for approval.• Negotiate with content providers and Ad developers in producing video ads for TV, Social Media and websites.			
Working conditions: The Employee is required to work within tight schedules and under pressure.			
Essential Qualification / Education: Any bachelors degree with a year experience in Graphic Design including Video Editing			
Desired Qualification / Education: NA			
Essential Experience: Any bachelors degree with a minimum of 1 year experience in Graphic Design including video editing			
Desired Experience: NA			
Essential Training: NA			
Desired Training: Content writing and Graphic Design			

Address: P.O Box # 1502, Norzin Lam, Thimphu: Bhutan

Phone: +975 77889977 Fax: +975 2 336318 website: www.tashicell.com



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Job related skills and abilities:

- ✓ Should be proficient in Adobe Photoshop, InDesign and Illustrator software.
- ✓ Microsoft Publisher, CorelDraw & Aftereffects skills are an added advantages.
- ✓ Premier pro knowledge or average video making software knowledge.
- ✓ Good knowledge of printing processes
- ✓ Basic understanding of Digital (UI, UX, Sketch)
- ✓ Exceptional Creativity
- ✓ Exceptional Ideation & concept development
- ✓ Good knowledge on branding
- ✓ Good written English
- ✓ Good communication Skills
- ✓ Patience
- ✓ Self-learning
- ✓ Analytical and problem solving Skills

Personal attributes:

- ✓ Proficient in English and Dzongkha: speaking & writing
- ✓ Ability to work under pressure & the ability to meet deadlines
- ✓ Adaptable to any working environment
- ✓ Flexibility / Cooperative
- ✓ Up to date with the latest trends and their role within a commercial environment
- ✓ Honesty and Integrity
- ✓ Positive attitude

Job Location	Thimphu	
Employment Nature	Regular	
Grade	P step 12	
Date of joining	Will be informed via telephonic call	
Remuneration	First year of service excluding probation period: Pay Scale: Nu. 28,190 - 705 - 35,328 Basic salary: Nu. 28,190.00 Medical Allowance: Nu. 2,349.00 Provident Fund: Nu. 2,819.00 Corporate Allowance: Nu. 11,981.00 Communication Allowance: Nu.750.00 Gross Salary: Nu. 46,089.00	Second year of service: Basic salary: Nu. 28,895.00 Medical Allowance: Nu. 2,408.00 Provident Fund: Nu. 2,890.00 Corporate Allowance: Nu. 23,962.00 Communication Allowance: Nu. 750.00 Gross Salary: Nu. 58,905.00
	Note: <ul style="list-style-type: none"> • Salary packages from 3rd year onward shall change based on Service Rules and Regulations of TICL 2008. • Fresh and experienced candidates may both apply. For candidates with relevant experience, salary packages shall be negotiable. 	
Other allowances and benefits	Other allowances and benefits like gratuity, leave, Leave Travel Concession, leave encashment, bonus, insurance, staff welfare and mobile data shall be applicable as per the Service Rules and Regulations of TICL 2008.	

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