



easy
CONFERENCES

We are **GROWING** and we are **HIRING!**

Graphic/Web Designer



+357-22-591900 | vacancies@easyconferences.eu
10 Michael Giorgalla, 1095, Nicosia, Cyprus

About Us

"Easy Conferences" is involved in the organization of conferences in Cyprus and abroad. As a result of the expansion of our business and operations, we are looking for an enthusiastic individual that can join our dynamic team, in the following position: **Graphic/ Web Designer**



PROFILE

The **Graphic/ Web Designer** will develop digital communications, like web sites and pages, advertising and promotional materials required for the promotion and functionality of a conference, from concept to completion.



KEY RESPONSIBILITIES

- Design, code and develop web pages that fit conferences' and clients' requirements.
- Be involved in the technical and graphical aspects of webpages.
- Produce Power Point Presentations, PDF proposals and digital promotional material.
- Design logos, brochures, banners and other materials and content.
- Liaise with outside agencies and company collaborators (printing houses, banner suppliers, etc).
- Keep up to date with advances in computer technology and industry trends and apply them into the business operation and activities.



LANGUAGES

Excellent interpersonal and communicational skills, both written and verbal, in Greek and English.

Greek ●●●●● English ●●●●●



REQUIRED QUALIFICATIONS & SKILLS

- University degree in relevant field.
- Programming and working skills in HTML/CSS, Javascript, Wordpress, InDesign, Illustrator, Photoshop. Knowledge of AutoCAD will be consider as an additional qualification.
- Good knowledge of Search Engine Optimisation process.
- Imagination, creativity, patience and attention to detail.
- Strong organisational skills and ability to juggle multiple tasks.
- A professional approach to time, costs and deadlines.
- Excellent interpersonal and communicational skills, both written and verbal, in Greek and English.
- Previous experience will be considered an advantage.



HOW TO APPLY

Applicants should send their CV by email to:

vacancies@easyconferences.eu

until 05/03/2018.

All applications will be handled in strict confidentiality. In case that you require more information, you may call +357-22-591900.

Please indicate the following job code in the subject line of your email application - G/WDD.