

JUNIOR GRAPHIC DESIGNER

JOB DESCRIPTION & PERSON SPECIFICATION

NAME:**COMPANY:****BI WORLDWIDE****DEPARTMENT OR TEAM:****Technology and Creative****REPORTS TO:****Business Systems & Creative Operations****Manager**

Purpose of Role:

Creativity in the solutions offered to our clients is essential to our success. Our Creative team works in a fast-paced and constantly changing environment where flair, attention to detail, a willingness to learn and effective delivery are key.

Day-to-day responsibilities include supporting the design and production of creative assets for websites, HTML emails, social campaigns, print materials, and new business proposals for a client base of major UK and global brands.

Responsibilities:

To include, but not be limited to, the following:

- Support the design and development of digital and print visual assets for email and social campaigns, site landing pages, core site pages and internal materials
- Interpret design briefs and client requirements, taking direction from senior colleagues to develop creative concepts that meet the intended purpose
- Create and adapt collateral and other materials for print using appropriate content creation technologies
- Assist with new media projects, including digital layouts, visual assets and basic production support
- Work with Solution Architects, Account teams, Creative Copywriters, designers and developers to understand requirements at proposal and project stage
- Assist with the creation of task flows, wireframes, mock-ups and visual design comps for review and feedback
- Prepare and supply design assets to web developers and support the communication of visual interaction designs through to completion
- Contribute ideas to enhance agreed specifications, where appropriate, to better deliver client objectives
- Provide design and artwork support to ongoing creative and development projects
- Keep abreast of emerging technologies, AI advances and design tools, particularly Adobe Creative Cloud applications such as Illustrator, Photoshop, InDesign and Acrobat
- Make alterations to existing projects and assist with fixing design or artwork issues where required
- Support accurate time estimation by communicating progress, priorities and any issues that may affect delivery
- Communicate effectively with the Business Systems & Creative Operations Manager and wider team to support the smooth running of work and the department

Responsibilities, continued:

- Actively engage in the resource and work management process including creating accurate estimates for design work.

This job description should be regarded as providing guidelines within which an individual works. Other duties within the skills and capabilities of an individual may be assigned from time to time.

Person Specification:

The experience, skills, and personal attributes required of the job holder include, but are not limited to:

- A degree in graphic design or equivalent standard of education is preferred; however, it is essential that you have good knowledge of contemporary practices, processes, trends and technologies in layout, design and artwork production for both print and web-based environments.
- Good working knowledge of Adobe Creative Cloud applications, particularly Photoshop, Illustrator, InDesign, and Acrobat
- Some experience of digital design, motion graphics or designing for mobile platforms would be advantageous.
- Awareness and experience of developments in AI-enabled creative tools and a willingness to explore how they can support efficient, high-quality design work.
- Comfortable working in a fast-paced environment, with support and guidance from senior colleagues
- Basic general understanding of web technology and digital production processes
- Good communication skills – verbal, written, presentation.
- Desire to work as part of a team and ability to see the benefits of working closely with the creative team and willingness to spend significant time in the office with that team to enable idea sharing.
- Aspirational and proactive in their development, actively seeking opportunities to learn from experienced colleagues through significant office-based attendance for collaboration. Committed to continuous growth and development, recognising the benefits of knowledge sharing, coaching, and hands-on learning.
- Flexible & adaptable
- Good time management
- Strong self-starter

This job description is intended to outline the principal responsibilities and key requirements of the role. It is not exhaustive and may be reviewed and amended from time to time to reflect changing business requirements. Other duties compatible with the level and nature of the role may be assigned as required

Last Updated September 2026