

# POSITION DESCRIPTION

## Graphic Designer – Bids : Sydney, Melbourne and Brisbane

### Reports to:

National Bid Manager  
Principals

### Works with:

Directors  
Principals  
Personal Assistants  
Marketing Manager  
Administrative Assistant

Due to growth across our national business, GroupGSA are seeking a Graphic Designer within our Bids and Marketing Team to assist with the production of business winning collateral. You will have a creative eye, impeccable attention to detail and be able to produce high quality proposal document and visual presentations in a fast-paced environment.

You will be a critical resource to our national business, working on design documentation across our three studios. The role can be located in either our Sydney, Melbourne or Brisbane studio, with remote working also available.

Strong competency in Adobe InDesign is essential.

### Purpose

- To coordinate written and visual content in the production of business winning design documentation for GroupGSA across all Bid Material, Capability Profiles and Presentations.

### Key Responsibilities

<b>Bid Production</b>	<ul style="list-style-type: none"><li>• Prepare, develop and produce bid related collateral and documentation (layout, graphics and text) in a timely manner to meet deadlines</li><li>• Develop and produce convincing, compelling and communicable bid material</li><li>• Read and review content, seeking innovative ways to communicate meaning through design</li><li>• Responsible for evolving bid iterations, whilst in the development phase, under direction and intermittent feedback</li></ul>
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	<ul style="list-style-type: none"> <li>• Ensure a common narrative (specific to each bid) is maintained throughout documentation produced and across all client-facing bid material</li> <li>• Coordinate bid inputs from various executives and bid/project stakeholders, both internally &amp; externally</li> <li>• Coordinate bid inputs from subconsultants, where required</li> <li>• Coordinate full tender processes, from opportunity retrieval through to submittal</li> <li>• Work collaboratively with all project/bid process stakeholders, as required</li> <li>• Update and maintain the central organisation knowledge library 'Contents Library' in relation to bid content and collateral</li> <li>• Support team in creation presentations and materials required for interview process and pitches</li> <li>• Ensure brand guidelines are upheld across all bid collateral produced</li> <li>• Ensure bid quality is to the highest standard achievable</li> <li>• Work with the National Bid Manager on continued developmental feedback and exploring ways to continually raise the bar on expectations and performance, both operationally in-house and bid production quality</li> </ul>
<b>Marketing/Adhoc</b>	<ul style="list-style-type: none"> <li>• Assist the Marketing Manager with updating marketing documents and capability statements</li> </ul>

### **Essential Skills & Experience**

- Advanced/Proficient in InDesign
- Proficient in Adobe Creative Suite
- Proficient in Microsoft Office

### **Skills and Qualifications**

- Demonstrated experience in production capability across a range of software
- Hands-on experience in a similar role
- Proven organisation, administrative and clerical skills
- Ability to write and edit correspondence and reports
- Extensive practical experience with computer software including Adobe Suite, Microsoft Word, Outlook and PowerPoint
- Accuracy and ability to check your own work

### **Personality and attributes**

- Personal presence and openness to establish a good relationship with executives and a variety of people involved in various areas of business development activity
- Pro-active and confident with collaborative team-based approach
- Be prepared to 'do it yourself'



- Strong learner, high retention, thinks graphically
- Energy, drive and passion to deliver an annual program of activity
- Ability to accept instructions in approachable, friendly manner
- Ability to deal with people at all levels
- Show initiative in ensuring smooth running of administration/support
- Ability to project company culture and values
- Ability to prioritise
- Passion for driving results and seeing projects through to completion
- Ability to influence others
- Positive and pragmatic with good communication skills
- Resilient in the face of adversity, ability to manage stress
- Show initiative in ensuring smooth running of administrative business development support

### **WH&S**

- Understands and cooperates with workplace health and safety policies and practices
- Take responsibility for personal safety and the safety of peers at work

### **Knowledge**

- Experience working within professional services organization or property related industry desirable

### **Disclaimer**

The preceding description is not designed to be a complete list of all duties and responsibilities required for the Role

