

planitswiss Asia | Graphic Design Executive

planitswiss is a global exclusive event designer and producer. Headquartered in Switzerland with a regional office in Singapore since 2012, we operate all around Europe, Asia, Middle East and Africa. Our experienced team offers unparalleled expertise in event organization and management to ensure successful tailor-made corporate, public and exclusive events globally.

If you are willing to learn, and able to multitask on different graphic software or want to improve your skills and learn from a professional environment, this position is for you!

ROLE

Reporting to the Head of Multimedia, your role will be to assist in the creation of visual concepts to communicate ideas that inspire, inform, or captivate customers. You will help in the development of the overall layout and production design for various types of events under the planitswiss group, delivering the company's services with Swiss quality.

VALUES

Entrepreneurial drive, organization, keeping customers interests in mind, ethical behavior and environmental respect count in everything you do. Respecting company and customer values as well as work ethic is a must.

LANGUAGES

A good command of English is mandatory, and any other language is an additional asset.

SKILLS REQUIRED

- Experienced in Adobe Creative Suite for graphics (PremierePro, Illustrator, Photoshop, InDesign, Lightroom)
- Passionate by design
- Creative mind
- Have an eye for details

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- Experience in marketing and brand design development is a plus
- Experience in CAD and 3D software (SketchUp, 3Ds Max, AutoCAD) is a plus
- Knowledge about photography or videography is a plus
- Excellent communication, presentation and facilitation skills
- Able to multi-task and work in a fast-paced environment
- Committed, independent, energetic, self-driven and able to think out of the box
- Flexible and willing to learn and improve
- Geographical mobility (able to travel upon project requirement) – no obligation

DUTIES & RESPONSIBILITIES

Your duties include working alongside the Head of Multimedia and the Project Managers to coordinate the event lifecycle from conceptualization to event production.

- Report to the Head of Multimedia
- Assist in creating and producing assets such as print and digitals to support the creative team
- Generating event identities or assets that can support the conceptualization of the projects
- Participate in the creation of content such as multimedia content or 3D rendering (if you have the capacity). You will also take an active role in creating marketing and communication support
- Contribute in the elaboration of proposals / offers
- Attend clients' briefing and proposal presentation when required
- Prepare proposals to selected suppliers to elaborate the offer
- Collaborate with in-house designers and external parties
- Coordinate and follow up with clients and suppliers to execute the event according to planitswiss and Swiss quality standards, respecting the events' timeline, deadline and budget

For more insights on what we do, visit www.facebook.com/planitswiss

Has this opportunity triggered your interest and you are a Singaporean or PR?

Send us your CV with references and photo by email to hr@planitswiss.com (please indicate the job position you are applying for in the subject of the email).