

The British School Manila has a requirement for a prospective member of the support staff who will take the position in **February 2018**

Graphic Designer

(Fixed Term from February 2018 to June 2018)

The holder of this position supports the implementation of the Yearbook Publications project, following the established process from development and design to publication and distribution. This may entail aid in other marketing collaterals

Specifically, amongst all other tasks, the Graphic Designer:

1. Supports the design and layout process of the yearbook up until printing and distribution of the yearbook
2. Collates all necessary collaterals from stakeholders and manages all submissions for the Yearbook
3. Coordinates with the Procurement department and printing press supplier to ensure all deliverables are submitted on time

Qualifications:

1. Work experience in graphic design and layout design.
2. Adept in different design softwares such as Photoshop, Adobe Illustrator and other laying software.
3. Holder of a degree in Graphic Design, Multimedia Arts, Communication Design or other relevant fields of study, preferably with above-average academic record from a reputable school.
4. Has excellent communication and people skills, and can effectively work with diverse teams.
5. Work experience in a multi-cultural environment and an understanding of the International School sector and culture are an advantage.

Remuneration:

The pay and benefits package in Philippine peso will be tailored based on the candidate's qualifications.

Application:

Submit your application letter and resume to:

Leo Carlo Sarion

HR Officer

Email Address: csarion@britishschoolmanila.org

Website www.britishschoolmanila.org

Closing date for the receipt of application is 15 December 2017

We will respond to shortlisted applicants only. Interviews will be conducted in January 2018 after the Christmas holidays.

The British School Manila (BSM) is a highly regarded co-educational British international school established in 1976. The School is proud to uphold the high standard of the British education system and we take full advantage of our multi-cultural setting. We are accredited by the Council of International Schools (CIS) and also a member of The Federation of British International Schools in Asia (FOBISIA) and The Independent Association of Prep School (IAPS).

At present 900+ students aged 3-18 are on BSM's roll and 33 nationalities are represented. British children make up 34%, Filipino 24%, Americans 8% and Australians 6% of the total population.