



# Job Description

## Graphic Designer

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Milburn House  
Dean Street  
Newcastle upon Tyne  
Tyne and Wear  
NE1 1LE

+44 (0) 191 233 1454  
[info@wesayhowhigh.com](mailto:info@wesayhowhigh.com)

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|-----------------|---|
| Job title       | Graphic Designer  |
| Responsible to  | Head of Design  |
| Role summary    | <p>What your role will comprise of.</p> <ul style="list-style-type: none"><li>• You will be responsible for a range of client accounts, applying high levels of technical knowledge and expertise to create bespoke graphic design, brand communications, marketing and web-based solutions that offer a great user experience and exceed client needs and expectations.</li><li>• Design and create website designs using a range of creative software and applications</li><li>• You will be responsible for producing high quality work that is delivered on time and within budget.</li><li>• You will act as first point of contact for all client enquiries and build excellent relationships with clients.</li><li>• You will provide support to colleagues and contribute to the overall development and performance of company goals and maintain an up-to-date knowledge of company policies and procedures.</li></ul>  |
| Job description | <p>What you will do.</p> <ul style="list-style-type: none"><li>• Work with the client using examples to see which ideas best suit their needs.</li><li>• Preparation of concepts, showing the background research, key messages and how the different elements of the design work together.</li><li>• Design the layout structure - or 'grid' - for your print designs.</li><li>• Work with the development team to design the framework - or 'architecture' - of websites and choose which fonts, colours and backgrounds to use.</li><li>• You will produce designs using a good working knowledge of design techniques and a combination of software programs.</li><li>• Ensuring a new design can be smoothly integrated into the client's existing brand, for instance linking with any existing literature and adverts etc.</li><li>• Implement designs to all specified areas of the project.</li><li>• Organise quotations from external suppliers and follow internal purchase order procedures.</li><li>• Put in measures to deal with client changes / amends.</li></ul> |

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- Complete any amends and refine any designs ready for the client to sign off.
  - Organise the distribution of designs when required.
  - Complete the client sign off procedure.
  - Prepare artwork ready for print and deliver to the chosen third party supplier.
  - Prepare assets ready for development and deliver to the development team.
  - Organise the distribution of printers' proofs.
  - Process and log sign off emails following systems associated with these procedures.
  - Communicate effectively with colleagues providing detailed activity reports and project updates.
  - Provide time and project cost estimates to the Head of Design / Creative Director.
  - Provide day-to-day support to the Head of Design.
  - Any other duties as required.

## Benefits

### Benefits include

- Salary depending on experience.
- Hybrid working (from office and home).
- Company contributory pension.
- Profit share scheme.
- Company Health Cash Plan membership.
- Generous holiday package including your birthday.
- Apple MacBook laptop.
- Bike to work scheme.
- Access to our 'self-improvement fund' where you can claim up to £150 a year to spend on advancing your skills or knowledge or learning new ones.
- A supportive team who values their employees.
- A phenomenal culture in which to shine and flourish.
- City Centre location, 5 mins from Central Station.