



Graphic Designer & Administrator

Are you entrepreneurial, creative, and thrive in a fast paced environment?

Everest Development Group, an Edmonton-based land development and investment sales firm, has an immediate opening for **Graphic Designer & Administrator**.

You are creative, organized, easily adaptable, and above all - a team player. You appreciate how the fusion of graphic design with a strong message can capture an audience. You don't need micromanaging, and are a creative, independent worker.

You're highly reliable, always willing to pitch in, and are not afraid to tell your manager if he has a bad design idea.

Everest's culture is unique: entrepreneurial, team-oriented, and highly individualistic. We don't sit back and await orders; we roll up our sleeves and dive in. We embrace the entrepreneurial nature. Everyone is hands-on, regardless of position. We're more interested in talent than titles. We celebrate our successes together.

What the Everest Graphic Designer & Administrator Does:

Reporting jointly to the Director of Sales & Marketing and the Office Manager, you'll bring your energy to a small team that thrives on creative collaboration. This is a key position within our organization; no two days will be the same. This position is a vital role that provides marketing and investor relations support to our rapidly expanding firm.

Graphic design encompasses websites, marketing materials, graphics, and promotions; you will also be involved in websites, social media, marketing, and other communications. Administration involves processing and reviewing time-sensitive documentation, reception duties (answering phones, mail, client interaction), documentation, letters, client statements, on-line and physical; filing, and general organization and structure of filing systems.

The successful candidate will have potential to grow as our business expands.

What You Bring to the Table:

- Professionalism in everything you do.
- Solid communication and interpersonal skills.
- A "can-do", team-oriented attitude.
- The ability to use a Mac.
- Adobe Creative skills – InDesign; Photoshop and Illustrator.
- A good handle on Microsoft Excel, Word and PowerPoint.
- You have experience under your belt that reflects the proven design abilities in your portfolio.
- Excellent written and verbal communications skills.
- Solid organizational skills with attention to detail.
- Experience with social media, MailChimp, WordPress, Microsoft Access, and CRM an asset.

Salary:

This is a full-time (40 hours per week) salaried position, with benefits and bonus potential. Salary range is dependent on experience.

To Apply:

Please submit your resume, cover letter, and portfolio (if available) to jobs@everestgroup.ca. If you have any questions about this posting, please contact Zachary Penner, Director of Sales and Marketing, at 780-485-5904 or zack@everestgroup.ca.

Closing:

This position will remain open until a suitable candidate is found.

www.everestgroup.ca

