

**About the Company**

H/Advisors Maitland is one of Europe's leading financial, corporate & political communications consultancies. We give company executives and leaders of major organisations the communications strategy they need to win over audiences that matter. We then work to get across our clients' ideas to opinion formers in the financial community, the media and the political world.

We are part of H/Advisors, the leading global strategic advisory network. H/Advisors employs 1500+ consultants in 23 countries. H/Advisors provides best-in-class strategic communications advice and counsel for corporations and institutions in Europe, the Americas and Asia at their most critical moments.

**Vacancy:** Design Consultant

**Start Date:** Early January 2025

**Location:** 3 Pancras Square, London, N1C 4AG

**Hours/days of work:** Core hybrid office hours are 9.00am to 5.30pm, Monday to Friday (flexibility around start and finish times will be expected)

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**What we are looking for:**

We are looking for a talented, creative and passionate design graduate, at the start of their career. Work experience is not essential as long as key skills have been developed.

As a member of the design team, you will be involved in a variety of projects, including print, web, social media, and video. Your duties will include conducting client and brand research, developing concepts, creating designed graphics, client projects and new business pitches, formatting drafts, and revising designs based on feedback.

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**Key responsibilities of this role:**

- Assisting in the development of concepts and layouts for promotional materials, including PowerPoint documents, digital flyers, posters, postcards, newsletters,

email campaigns, website graphics, and social media content

- Working with outside vendors to procure quotes, schedule printing, and track delivery of finished products
- Maintaining an organised archive of project files and artwork
- Preparing final files for print or digital distribution, ensuring that all formatting, fonts, colours, and images meet specifications
- Researching design trends and maintain a working knowledge of current software programs
- Collaborating with designers, illustrators, photographers, web developers, and marketing professionals to create cohesive branding across all mediums
- Staying up-to-date on new technologies and trends in the graphic design industry
- Performing quality assurance checks on all finished products before release

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**The successful candidate should ideally have the following skills:**

- Excellent knowledge of Microsoft Office (PowerPoint/Word)
- Strong ability in using the Adobe Creative Suite (Photoshop, InDesign, Illustrator, Acrobat).
- Knowledge of Figma, Premiere Pro and After Effects is advantageous
- A design degree or equivalent work experience
- An understanding of digital assets for social media platforms
- Ability to handle fluctuating workloads
- Ability to work to tight deadlines
- Excellent attention to detail
- Ability to work on their own initiative and work well without supervision
- Ability to work as an active team member and contribute new ideas
- Show aptitude for new programmes and learning new skills
- Be an excellent communicator, both written and verbal, who is comfortable collaborating with and taking direction from the design team

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**Programmes that will be used:**

- Microsoft Office
- Adobe Creative Suite
- Canva
- WordPress
- Figma

**Company Benefits and Culture:**

- 25 days annual leave (plus public holidays) - pro-rata
- Pension contributions (following 3-month probation)
- State-of-the art offices in the new media quarter of King's Cross
- Access to a multitude of informal training opportunities as part of the Havas Village - including events held in our forum.
- Open plan modern office
- 3+ days a week working in the office
- Annual summer party, Christmas party and regular socials
- Free cereal and fruit
- Thursday office bar night
- On site showers and bike lockers
- On site wellness lounge

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**Application process:**

1. Send an email with your CV and portfolio relating to the job description to: [georgia.vince@h-advisors.global](mailto:georgia.vince@h-advisors.global)
2. Initial in person meeting or Teams call with design/digital team
3. Second interview with senior team member
4. Receive brief and submit task at hand
5. Appointment of candidate

The successful candidate will be provided with a laptop, mobile phone and anything they need to carry out their role.