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## ***Promotional Graphic Design Coordinator***

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**Type of Employment:** Full Time

**Location:** London, Ontario

With its Corporate office in Red Deer, Alberta and its Regional office in London Ontario, Peavey Industries LP is the corporate parent to retail brands Peavey Mart, MainStreet Hardware, and Ace Canada. We are 100% Canadian owned and operated.

Peavey is an engaging workplace. We are proud to promote from within and provide training to make this possible. We offer comprehensive benefits.

Committed to Canadians, connected through communities.

**Job Overview:** The Promotional Graphic Design Coordinator is responsible for design work associated with company promotional activities.

**Ideal Candidate:** The ideal candidate has at least 2 years' of graphic design and advertising experience. They have the ability to multi-task, a high level of attention to detail, are able to work independently and meet deadlines within a team environment, and have a high level of proficiency in Adobe Suite; especially InDesign and Photoshop.

### **Responsibilities**

- Primarily responsible for corporate promotional materials
- Create production-ready artwork for different platforms, using different specifications and software for: websites, internet, e-flyers, social media, print, posters, signs, etc.
- Ensure digital file integrity and digital library updating, for any promotional type advertisements
- Ensure any co-branded materials include intact vendor brands
- Perform work related to preparing for promotional events in flyer and online
- Adhere to vendor brand guidelines (logo use, MAP policy)
- Adhere to corporate brand standards
- Contribute to elevation and consistency of Peavey brand in flyer and online promotions
- Positively communicate and demonstrate the company's Core Values
- Included in this list, are any additional tasks as assigned by Supervisor

### **Qualifications**

- Education in marketing or a related field/equivalent experience
- 3-4 years' related work experience
- Personal motivation/determination
- Detail-oriented/information accuracy

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- Ability to work under pressure
  - Marketing
  - Persuading and influencing others
  - Digital media and promotions
  - Results oriented/driving performance
  - Strategic thinking
  - Commitment to customer excellence
  - Operational business management

**Employee Perks**

- Employee ownership program
- Employee discount
- RRSP matching program
- Competitive group benefits
- Inclusive work culture
- Laid back atmosphere
- Work-life balance

**\*Only those selected for an interview will be contacted.**