



## JOB ANNOUNCEMENT

### **Graphic Designer (New York City)**

Schedule: Full Time/Regular

Experience: 3+ years

#### Background

Hickey & Associates is an exciting, growing real estate corporate service strategy firm with offices in key global markets, including New York City, Chicago, Washington D.C., London, Singapore, Hong Kong, Shanghai, Sydney, and São Paulo, among others. The firm is seeking an individual who possesses high energy, good communication and interpersonal skills, along with a strong attention to detail.

#### Position Description

Graphic Designer position to be a key member of the firm's marketing, business development, and project teams, to assist and lead with the development of various reports, websites, social media campaigns and client deliverables.

#### Qualifications and Skills Requirements

- Minimum of three (3) years of experience must be in graphic design, marketing, and related fields.
- Bachelor's degree or an equivalent combination of education and experience;
- Working knowledge of Adobe Creative Suite preferred.
- Strong knowledge of Microsoft Excel, Word and PowerPoint required.
- Experience demonstrated through portfolio.
- Ability to work in a fast-paced environment and accommodate short deadlines.
- Understanding of social media.
- Strong content management and development experience.
- Utilization of GIS, mapping software, and data analytics dashboards considered a plus.
- Candidate must be legal to work in the United States.

#### Duties and Responsibilities

- Support graphic design for various customer deliverables, ensuring deadlines are met, demonstrating knowledge of layout, design and content.
- Assist marketing team on collateral and branding.
- Aid with ad hoc assignments.
- Guide aspects of social media and other marketing campaigns when needed.
- Copy edit content developed for client deliverables and reports.

#### Salary

Negotiable and commensurate with experience and education.

#### Work Environment

Ability to thrive in an office setting, as well as, succeed in a virtual environment.

#### **Interested?**

To apply, please email a cover letter and resume to [jobs@hickeyandassociates.com](mailto:jobs@hickeyandassociates.com).

No walk-in visits or calls, please.

**Hickey & Associates, LLC is an Equal Opportunity Employer**