



WILLIAM GRANT & SONS

INDEPENDENT FAMILY DISTILLERS SINCE 1887







Job Title	Lead Design Associate
Business Unit	BBU
Function/Region	Marketing
Location	New York, NY, US
Leader	Senior Manager, Marketing Services
People Leadership	None
Job Level	5
Role Purpose To execute the creative strategy and graphic design needs for the US organization	
Accountabilities Creative and Graphic Design: <ul style="list-style-type: none">• Provide creative services for Brand Marketing to fill gaps in agency scope or availability• Collaborate with Brand Teams and Creative Agencies to ensure all creative executions uphold brand guidelines and standards• Partner with brand teams, trade marketing managers and distributor partners on the creation of key selling tools, such as, sell sheets• Provide ad hoc creative services for the Commercial team• Uphold all legal and state requirements in creative executions• Support the rest of the US organization in the creation of internal assets Trade Marketing Executions: <ul style="list-style-type: none">• Develop Point of Sale renderings for bi-annual POS Order Window• Execute final Point of Sale artwork as needed within brand and POS guidelines• Create and maintain Retail Display Standards in collaboration with Trade Marketing Manager• Create and maintain Shelf Standards in collaboration with Trade Marketing Manager Centralized Database and Resource Asset Development: <ul style="list-style-type: none">• Oversee On Demand Print service by acting as primary liaison to vendor (Brand Muscle) to ensure all creative templates are up to date and aligned with Commercial Planning Calendar• Partner with Path to Purchase Manager to maintain the Brand Asset Portal Timeline & Budget Management: <ul style="list-style-type: none">• Create and manage effective ad hoc project submission system• Maintain project submission deadlines• Manage brand and marketing budgets and POs for On Demand Print service. Process all on demand vendor invoices.	

Values



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BE PROUD We are proud of our brands, our heritage, and our commitment to superior quality in our products	BE RESPONSIBLE We expect every individual and their teams to be accountable and to perform to their full potential	BE SUSTAINABLE We wish to make a positive contribution to our communities and to our environment	BE PROFESSIONAL We value integrity, transparency, professionalism and constructive debate within a team working culture	BE ENTREPRENEURIAL We foster a forward thinking and innovative culture that recognises the need for innovative thinking and continuous improvement	THINK LONG TERM We are proud of our brands, our heritage, and our commitment to superior quality in our products

Core Competencies:

1.1 Creating and Innovating <ul style="list-style-type: none">• Produces new ideas, approaches, or insights• Creates innovative products or designs• Produces a range of solutions to problems.• Seeks opportunities for organisational improvement. Devises effective change initiatives.	1.2 Delivering Results & Meeting Customer Expectations <ul style="list-style-type: none">• Focuses on customer needs and satisfaction• Sets high standards for quality and quantity• Monitors and maintains quality and productivity• Works in a systematic, methodical and orderly way• Consistently achieves project goals.
1.3 Planning and Organising <ul style="list-style-type: none">• Sets clearly defined objectives• Plans activities and projects well in advance and takes account of possible changing circumstances• Identifies and organises resources needed to accomplish tasks• Manages time effectively<ul style="list-style-type: none">Monitors performance against deadlines and milestones	1.4 Applying Expertise and Technology <ul style="list-style-type: none">• Applies specialist and detailed technical expertise• Develops job knowledge and expertise through continual professional development• Shares expertise and knowledge with others• Uses technology to achieve work objectives• Demonstrates appropriate physical co-ordination and endurance, manual skill, spatial awareness and dexterity• Demonstrates an understanding of different organisational departments and functions
1.5 Working with People <ul style="list-style-type: none">• Demonstrates an interest in and understanding of others• Adapts to the team and builds team spirit• Recognises and rewards the contribution of others• Listens, consults others and communicates proactively Supports and cares for others• Develops and openly communicates self-insight, such as an awareness of own strengths and weaknesses	1.6 Coping with Pressures and Setbacks <ul style="list-style-type: none">• Works productively in a pressurised environment• Keeps emotions under control during difficult situations Handles criticism well and learns from it• Balances the demands of a work life and a personal life. Maintains a positive outlook at work.• Handles criticism well and learns from it.

Skills and Qualifications:

- Bachelor’s degree in Graphic Design or a related subject
- 3-5 years of experience in graphic design
- Proficient with Adobe Creative Suite, including, Photoshop, Illustrator, InDesign, after effects
- Strong communication skills
- Excellent attention to detail
- Deadline-oriented
- Creativity