



February 13, 2019

## GRAPHIC DESIGNER/DESKTOP PUBLISHER

### Bunt & Associates

Bunt & Associates is a long established and highly reputable Canadian transportation planning and traffic engineering consultant; our purpose is to provide enterprising solutions to transportation planning and traffic engineering problems, to contribute to building connected and sustainable communities, and to support our clients in reaching their project goals. Bunt & Associates is a true specialist consultant, providing services related to transportation exclusively.

### Role & Responsibilities

Our downtown Vancouver, BC Branch is seeking a full time, permanent **Graphics Designer/Desktop Publisher**. This position will report to the Regional Manager and service all 30 of Bunt's technical and professional staff in our Vancouver and Victoria offices. This position will primarily support chargeable project work although depending on skills and abilities the successful applicant may also work occasionally with Bunt's Senior Marketing Consultant and Marketing & Proposal Coordinator related to graphic/text content for marketing collateral and proposals.

The successful candidate will, using a variety of software and corporate brand elements, develop and maintain high quality templates for reports, exhibits, figures, graphs, slide presentations, conference materials, and other items for print and electronic publication. They will know how to position text and art elements in a visually appealing way using their knowledge of styles, size and layout patterns. Applicants will have the ability to take technical content from professionals and translate raw text or drawing sketches to high quality deliverables ranging from simple graphs embedded in a Word document to a report hundreds of pages long.

We are seeking a candidate with a positive outlook and strong organizational skills, with excellent written and verbal communication in English. Most importantly, the candidate must have the ability to convey complex technical messages clearly through graphic design. A keen eye for detail, proven ability to work under tight and competing deadlines will be important. Bunt prefers self-starters who are comfortable working independently in a fast-paced environment with multiple reports.

### Qualifications & Experience

- Completion of post-secondary diploma or certification in graphics design and/or desktop publication
- Between one and three years of experience, ideally in a professional services office environment
- Comprehensive knowledge of formatting and proofreading in English
- MS Word Power user
- Technically proficient, and in particular strong graphic design skills including high technical proficiency with Adobe Creative Suite (InDesign, Photoshop, Illustrator), Corel Draw and other MS Office applications. Wordpress and AutoCAD experience would be assets, but not a requirement

### Compensation

We offer competitive salaries, a performance bonus incentive program, and an excellent benefits package. Your starting salary will be commensurate with your qualifications, skills and experience but would range between \$45,000 and \$50,000 per annum.

### Contact:

If you feel that you possess the necessary experience and skill set for this position, please email your resume, references, and cover letter to [info@bunteng.com](mailto:info@bunteng.com). We thank all interested candidates; however only those short-listed for an interview will receive a response.