

Junior artworker – Square Mile Investment Consulting & Research

The role will focus on the day-to-day artworking of marketing communications across Square Mile, including client reporting documents, presentations and literature.

Overview of Role

- Production and ongoing maintenance of client reporting documents including gathering data from internal teams and applying bespoke client branding; ensuring that information is accurate and up to date.
- The right candidate will need to be happy working to templates. The artworker will largely be working in Adobe Illustrator, InDesign, PowerPoint and Photoshop so experience with these programmes will be necessary.
- The candidate will be responsible for prioritising and managing their workload and will be required to liaise regularly with the Operations Team, Research Team and Head of Marketing. Excellent time management and organisation is required to manage the development of multiple reporting documents at the same time – particularly at quarter end.
- Proofing of documentation will be required to make sure there are no spelling and grammatical errors and the layout is correct.
- Understanding of production process including effective version control and transferring files successfully to our agency and clients.
- Ensure style guidelines and correct processes are followed.
- Over time there may be scope to work with the Head of Marketing on redesigning other company literature and reporting documentation.
- Support other areas of Square Mile, when required. This may include designing presentations and helping with video production.

Skills and Experience

- Excellent time management and works in an organised and efficient way.
- Strong attention to detail and proof reading skills.
- Good knowledge of Adobe Creative Suite, particularly Photoshop, Illustrator and InDesign.
- A solid understanding of the creative production process.
- Able to work confidently as part of a team or independently.
- Competent on Mac and comfortable working in MS Office.
- Knowledge of document design, print process and video production would be preferable but not essential.
- Experience in the financial services industry is useful but not essential.

About Square Mile

Square Mile is an independent investment research business that works in partnership with regulated professional financial services firms. We help advisers to develop informed investment recommendations so that, with their support, their clients can make the decisions that are right for them. Focusing first and foremost on in depth, qualitative fund research, we provide tailored support and investment services for financial advisers and institutions.

www.squaremileresearch.com

To apply please send a copy of your CV to Stephanie Bone, Head of Marketing, Square Mile Investment Consulting & Research: Stephanie.bone@squaremileresearch.com