**Junior Graphic and Corporate Document Designer**

**Joorney** specializes in the creation of immigration and commercial business plans and documents such as investment studies, pitch decks, and financial models. The majority of our services are provided to clients operating or aiming to operate in the North American and Australian markets.

This position is within our operations division. You will join the local team, consisting of around 150 people spread across five offices in Belgrade, Novi Sad, Niš, Banja Luka, and Skopje. Your main goals will include providing dedicated support to our team’s graphic needs as well as adding a final, design touch to each of the business plans and presentations we prepare for our clients.

**Job Responsibilities:**

* Business **plan design** (cover page, graphs and tables, document and document layout formatting) as well as design of other documents prepared by the company.
* **Design selections**, including color and shape-related selections,**in accordance with clients’ corporate identities** and **brand aesthetics**
* Create **visual content** for our social media platforms as well as **print** **material designs** such as brochures, flyers, and trade-fair materials, and much more
* **Revise** designs as needed and address managers’ and clients’ requests and feedback
* Create **templates** and processes to quickly produce graphics for newsletters, social media, and web purposes.

**Candidate Profile:**

* Outstanding **written English language** skills
* Proficiency in **Adobe Photoshop and Illustrator, MS Word, MS PowerPoint**
* Ability to be decidedly **detail-oriented** during every work day and adhere to tight deadlines
* **Self-motivated** individual able to work **independently**
* A knack for **business analytics** and promptly **summarizing data** for Infographics
* Having **video editing** skills is highly desired but not a requirement

**Work Conditions:**

* **Full-time** job
* **Hybrid working policy**, which includes flexible working hours [beginning each work day at any time between 10h and 14h] and choosing either remote or in-office work
* **Private Health Insurance** as an added benefit after 6 months
* Mostly **short**, yet detailed and engaging projects
* A very **dynamic** and a **multitasking** environment
* Timely and organized**performance reviews**

If this seems like the right job for you, we invite you to submit your resume and design portfolio to apply@joorney.com. Please submit your resume **in English language**.

Additional documentation is welcome, but is not mandatory and does not have to be in English.