KNOXED INFOTECH

Duration	Full Time

Location	Pune Maharashtra

Position	Team Leader - Graphic Design

About us :

"Knoxed Infotech has zeal and expertise in technology and innovation to make your dreams a reality. We are an ISO-TUV
certified company with experience in the market of over 10 years. The following are some of the services we provide:

1. IT Services and solutions
2. Custom Software Development
3. Customer Support
4. Graphics

We also support Clients based in the UK and Germany through our dedicated departments as follows:

1. Procurement
2. Sales
3. Human Resources

We have our office locations in the UK, Germany, and China. We believe in and support diversity. Our teams come from
different Geographical locations within India and we believe that adds richness to our skill sets and knowledge. Our products
are supplied to big-name brands and have been featured in the famous international magazine, having received an excellent
five-star rating. We have, over the years remained committed to providing our clients with quality, customized service and it is this business model that has allowed us to expand and grow."

Knoxed Infotech, Building 208, Office No 604, 6th Floor, Mariegold, Survey No 15, Viman Nagar,
Pune, Maharashtra 411014.

Website: www.knoxed.in | Telephone: 9370946897, 020 48600191

KNOXED INFOTECH

Knoxed Training:

At Knoxed Infotech, we believe in our staff potential and aim to support all staff and develop their skills through

comprehensive training and development programs. In line with this, we are providing a training facility to employees like

Department training and business skills development training. For this purpose, the company is investing over

Rs. 2,00,000 and believes that enhancing staff skill sets will prove to be mutually beneficial in the longer run.

KNOXED TRAINING DETAILS

- PDCA (Plan-Do-Check-Act)
- 5W 1H (Who, What, When, Where, Why, and How)
- Quality Module - Think before you act
- Knoxed Document Process
- Thinking in color
- Myers Briggs
- Learning to delegate
- Professionalism
- SMART methodology
- Meeting and Agenda structure

Key Areas of responsibilities:

- Conceptualize, design and develop outstanding creative based on written/verbal briefs that are given by the client servicing team
- Initiate and respond to ideas for innovation/improvements based on research, analysis, and competitive reviews
- Provide strategic thinking and leadership
- Conceive, manage, and lead project design from start to finish
- Identify user needs and business requirements
- Substantiate design approach with analysis & projections for improvements in key metrics
- Create design deliverables such as specifications, process flows, wire frames.
- Collaborate with cross-functional teams

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- During the implementation phase respond to day-to-day questions from developers, project managers. Also work with QA to identify, document, and verify bug fixes
- Ability to coordinate, prioritize, and accomplish multiple tasks in a fast-paced atmosphere with minimal supervision
- Excellent interpersonal skills and presentation skills, including the ability to communicate effectively in small and large groups and to senior executives
- Must be a self-starter that can create schedules and define the scope of work even when there are no clear requirements and direction
- Proven ability delivering high-quality designs to customers
- Strong ability to communicate your design vision and defend your design decisions
- A team player who can easily adapt in a rapidly changing environment
- As a senior member of the team, it is essential that you collaborate, encourage and support the junior members of the team. This will be across all projects you work on, breathing a fresh perspective across our brands.
- Work within client guidelines to produce innovative designs.
- Produce comprehensive and accurate estimates for work.
- Work accurately under pressure to tight deadlines and always aware of budgets.
- Demonstrate strong project management skills: should take ownership of a task/project with excellent attention to detail.
- Have a responsible and positive attitude toward projects.
- Evaluate and elevate the performance of creative personnel
- Constantly assess and resolve complex creative challenges and quality issues.
- Gain all necessary approvals to move projects forward.
- Build important relationships with clients and help the Company move the relationship to one of value and respect.
- Maintain a positive attitude when working with colleagues, associates, and clients. Be solutions-oriented, and supportive in finding solutions to unexpected challenges.
- Manage multiple projects simultaneously while meeting mutually-agreed deadlines.
- Coach, counsel, mentor, and inspire.
- Other duties as assigned.

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Experience and Skills required:

- Photoshop, Adobe Photoshop, Adobe Illustrator and other associated design tools,Rock solid skills in graphic design, with an eye for typography, palette development, intuitive layout, and a pixel-level attention to detail

SALARY: ₹30000 TO ₹32000 /MONTH (DEPENDING ON THE LEVEL OF SKILLS)

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