Human Resources Graphic Designer Job Description

- Overseeing and managing the development and production of visual concepts for the human resources operations of an organization
- Liaising and meeting with the human resources department to determine the scope of a project
- Conceptualizing designs and presenting them to the human resources department
- Incorporating feedback from presentations into design projects
- Ensuring brand consistency by protecting the organization's image across all platforms
- Remaining current with development and trends in graphic design
- Managing and updating websites, brochures, books and magazines, and so on when it is time for recruitment or training
- Liaising with external vendors when required.