

Adèkó & Co.

ROLE: GRAPHIC DESIGNER
(MID-WEIGHT)

08/04/2026

FOCUS OF THE ROLE: Hospitality F&B Branding
REPORTS TO: Creative Director & Head of Projects
MANAGING: Junior Designer, Apprentice & Interns
DIRECT REPORTS: Junior Designer
MEETING INVOLVEMENT: Internal
COUNTRY: United Kingdom
REGION: London
LOCATION: Fixed Hybrid
WORKPLACE: 3.2, Building A4, 10 Monro Way, Design District, London, SE10 0EJ
CONTRACT TYPE: Fixed-Term Contract
EXPERIENCE: 4-6 Years

Main Summary Of The Role

Technical Software

- Demonstrate proficient use of Adobe CS, MS Suite, Adobe Acrobat & Zoho Projects.
- Motion Graphic Software: After Effects, Premier Pro and Presentation Software: Microsoft PowerPoint and Keynote
- Flexible approach to learning new software

Concept & Design Development

- Develop highly creative, engaging and unique concepts & ideas to design and execution of visual and communication assets.
- Work across multiple channels from E-Com, Marketing, Social, PR, Retail and more to create and implement successful digital media campaigns.
- Work closely with Creative Director, to translate the brand identity across digital channels, ensuring the design is elevated and consistently onbrand, whilst meeting channel objectives
- Assist with pre-production research to create strong social content that will drive engagement, inspiration, and relevancy.
- Design and consistently improve our website interface and experience, from our homepage, landing pages, blogs, weekly newsletters, online campaigns, Social Media and more
- With an audience-first mindset, visualise the weekly social content plan across all major platforms, ensuring strong storytelling and alignment with the marketing calendar.
- Work closely with the Comms team to drive and deliver the Digital Marketing Agenda
- Be involved with core Business As Usual in-house activity designing high-standard presentations and other digital marketing assets
- Constantly conceptualise and bring fresh ideas to the table to support Business As Usual activity and new launches
- Creating layouts, guidelines and detailed overview decks to be shared internally or to brief externals.

Print Design & Production

- Assist in Art Direction, Design and deliver small to major print campaigns across all our channels.
- Develop high-level printed materials, following the printing process from beginning to end, including colour proofing, sample proofing and quality check
- Design development and the delivery of multifaceted communication materials in print, packaging, digital and other mediums.
- Bringing to life the brand image through design and execution.
- Collaborate with the Creative Director to drive concepts through to design executions.
- Create editorial design for campaign layouts and guidelines.
- Growing and maintaining the relationship with suppliers

Production Management & Project Coordination

- Coordinate production of photography, filming, retouching and video editing
- Assist with image retouching and video editing.
- Assist Creative Director with Art Direction, Produce, Manage and Deliver photographic and video content to support studio agenda.

Competence, Deliverables & Reporting

- Advise management on deliverables and check the quality of the work produced by the team
- Prepare stage approval documents and generate drafts for Creative Director to Review
- Supports the Director / Associate Designer / Senior Designer with the planning process
- Ensures timesheets are completed weekly and understand the importance of accurate reporting
- Manage own workload and support team with workload to ensure that deadlines are met
- Builds collaborative and constructive team relationships, gives and receives feedback well
- Oversees workflow/deliverables for Designers and Grads in terms of delegation of tasks and communicates within project teams
- Proactively lends a hand to others and leads by example
- Confident when engaging with clients and external team
- Actively contributes towards knowledge sharing and encourages Graduates & Designers in their roles
- Strong file management – ensure all final assets are saved, categorized and accessible from anyone in the company
- Curate network of skilled designers, Illustrators, CGI artists, video editors, printers and packaging suppliers
- Work under pressure and long hours without compromising performance or accuracy in a deadline-orientated environment
- Pragmatic proactive, fast and methodical approach to work and quick solutions driven
- Participates in studio-wide steering groups, suggests workshop speakers

HR

- Nurture and mentor junior members of the team, as well as overseeing and approve all graphic assets produced.
- Plan workload for self, Junior Graphic Designer and Freelance Designers to ensure all work streams are delivered on time and within budget.
- Undertake all relevant HR processes for junior graphic designers, grads, and interns to ensure their potential is maximised

Key Task & Responsibilities

A breakdown of tasks and responsibilities attributed to the role, described in order of importance.

	Weight tasks & responsibilities
Studio & Operations Management	60%
Project & Design Management	30%
Commercial & Business Coordination	10%

Studio

TEAMWORK / PEOPLE MANAGEMENT

- Builds good team relationships and is aware of what is happening outside own workflow
- Supports team and management in terms of day-to-day activities
- Works collaboratively with the team, offering support to those who may need it

CLIENT, CONSULTANT, SUPPLIER & EXTERNAL TEAM COMMUNICATION

- Demonstrates politeness and warmth when dealing with external contacts

KNOWLEGE SHARING

- Actively participates in knowledge sharing opportunities

STUDIO CULTURE & VALUES

- Actively engages with the studio culture and values and attends studio wide initiatives and meetings
- Participates in studio wide steering groups
- Actively owns personal development goals and participates in learning & development activities

Staff Benefits

STUDIO

For those who qualify:

Pension Scheme:

- Access to a defined contribution pension plan.

Flexible Working Options including:

- 4-day compressed work weeks
- Part-time roles
- Flextime schedules
- Hybrid working models

Generous Leave Allowance:

- FTE 24 days of annual leave (excluding bank holidays and Christmas closure).
- A day off to celebrate your birthday.
- Up to five paid volunteering days to support causes you care about.
- After 2 years' service, employees receive one extra day of paid annual leave, with one additional day added each year thereafter, up to a maximum of 5 days.

Community and Celebration:

- Social events and seasonal parties to connect with colleagues.
- Weekly presentations from inspiring industry professionals.

Enhanced Work-Life Balance:

- Summer office hours, 15:00 Friday finishes during July and August.

Career Development:

- Opportunities for progression and personal growth as the studio expands.

DESIGN DISTRICT

Creative Communities:

- Join thriving creative communities at Design District
- Attend regular community events and quarterly socials
- Take part in weekly yoga sessions
- Enjoy food and drink discounts at the local Canteen