



The Tanglin Club, a premier club in Singapore, invites applications from suitably qualified candidates for the post of:

Graphics Executive

Key Responsibilities:

Reporting to the Senior Marketing & Communications Executive, the incumbent will provide support to the Marketing & Communications Department:

- Assisting in the design of the Club's monthly magazine
- Assisting in the design and production of the Club's printed materials such as posters, menus, flyers, programs, brochures, etc.
- Assisting in the design and updating of the information on the digital screens
- Assisting in the updating of the Club's website
- Any other duties as assigned

Key Attributes:

- At least 1 year of experience in magazine and other printed marketing collateral design essential
- Also competency in the following software programmes – Adobe InDesign CS / Illustrator CS / Photoshop CS, Mac & PC platform
- Possess working knowledge of offset printing and large format printing
- Independent individual with an eye for details

Interested applicants, kindly submit a comprehensive resume with your expected salary to the address below:

**The Human Resource Department
The Tanglin Club
5 Stevens Road
Singapore 257814
Email: marcomrecruit@tanglin-club.org.sg**