



# Example of Office Head Job Description

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Our innovative and growing company is hiring for an office head. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for office head

- Ensure that brand character, image and voice are represented consistently across all projects, retail channels and communication platforms
- Manage and develop a high performance team, including Designers, Copywriter and Art Director
- Excels in digital design – approx 70% of role is digital focussed
- Has mobile/responsive design experience
- Great fashion industry experience
- Ideally will have experience working within a fashion business
- Candidates main focus will be digital with flexibility to move to print and various other physical assets
- Ability to create large scale print ready artwork
- Pre-press experience for POS, campaign, marketing collateral and packaging
- Must be willing to do day to day tasks such as manuals, presentations, press releases etc

## Qualifications for office head

- Experience working in a similar environment preferred OTHER SKILLS
- Outgoing personality with the confidence to put ideas forward in group situations
- Must be self motivated and passionate about design
- Preferably multi-disciplinary (digital, print, motion)

