



JOB PROFILE

Graphics Illustrator

A competent, enthusiastic **graphics illustrator** is required for an immediate start, initially for a 6 month period. The position is based in our Belfast Office but may require travel to our sites and our other offices, so a driving licence is desirable.

The **graphics illustrator** will undertake the main duties as outlined below and will be flexible to undertake other work as may be assigned.

It is expected that you address all matters relevant to your role and department.

This role reports directly into the operations manager.

Requirements

- To work as a member of ADS Ltd Graphics and Report Production Team
- Proven proficiency in the following graphics packages: Autocad 2009; Adobe Illustrator; Adobe Indesign; Adobe Photoshop and Adobe Acrobat 9
- You will be expected to co-ordinate with the Operations Manager on matters pertaining to field projects and report production.
- You will compile reports including graphics when required and in accordance with heritage authority guidelines and in compliance with ADS Ltd recording systems.
- You are required to place all records and materials from the course of your ADS work with ADS Ltd.
- You are required to work to schedules agreed by ADS Ltd management.
- You are required to liaise with ADS Ltd directly on any matters concerning the conduct and PR aspects of ADS Projects. You will ensure that Company Policy and Standards are maintained.
- You will be required to assist with the handling and storage requirements of site materials, as directed by senior staff.
- You are expected to have a proficiency in computer skills and may be required to assist with the compilation of computer work including report compilations as well as input of data from site archives.
- You will be required to assist in the compilation of paper search works and EIS report compilation.
- You will be expected to liaise and co-ordinate on a number of sites / projects simultaneously.
- You may be expected to undertake some archaeological field monitoring tasks from time to time
- You will be required to be flexible to undertake such other work as may be assigned to you.

Desirable requirements

- A full and clean Driving Licence.

Closing date for return of application: Noon, 13th January 2012.

By post: Graphics Illustrator
Archaeological Development Services Ltd
96 University Street
Belfast
BT7 1HE

By email: recruitment@adsireland.ie