



Company: Bullion Management Group Inc.

Region: GTA, Ontario

Corporate Overview: Toronto-based Bullion Management Group Inc. (BMG) is a fast-growing precious metals bullion management company with three distinctive products. BMG manages BMG BullionFund, the world's first open-end mutual fund trust with a fixed investment policy of purchasing equal dollar amounts of gold, silver and platinum bullion, and BMG Gold BullionFund, which purchases gold bullion. Launched in 2008, the BMG BullionBars™ program provides a secure, cost-effective and convenient way for investors to easily buy and store certified, investment-grade Good Delivery gold, silver and platinum bullion. It also offers Monster Boxes of five hundred 1-ounce silver Maple Leaf coins, and 1-ounce gold Maple Leaf coins in tubes of ten or boxes of fifty.

Position:

Graphic Designer

The successful candidate will be a visual thinker, with a passion for creative design in the premium/luxury industry. You will be degree educated (preferably in Art or Design), with the ability to build creative and unique ideas which you can justify and sell internally with strong design concept rationale. You will be experienced in sourcing and liaising with design suppliers, working on both operational and strategic assignments. Excellent time and project management is crucial, alongside strong presentation and communication skills. Qualified freelance graphic designers welcome to apply.

Responsible for creating elegant visual designs, graphic art and copy layouts for elite client base, supporting the creative visual concepts required by marketing, sales and corporate needs.

Working with various graphic applications such as collateral material, producing and creating digital web and print solutions, conceptualizing and digital advertising options.

Works collaboratively with Media & Marketing Coordinator and other staff.

Responsibilities:

- Using innovation and creativity to design marketing concepts
- Working with a wide range of media, including photography and computer-aided design
- Proofreading to produce accurate and high-quality work
- Working on layouts and artworking pages ready for print
- Ability to work independently, capable of managing complex projects
- Create illustrations for written materials and articles
- Assist in planning, implementation and monitoring website graphic content
- Liaise with third party providers
- Be able to perform as a copywriter, designer and artist
- Perform other related duties

Requirements:

- Post Secondary Education in Art and Design (or equivalent work experience)
- 5 years art, graphic, marketing, photography, media experience
- fluency in current graphic design practices and production software, such as Adobe Photoshop, Adobe Illustrator, Adobe Indesign, Acrobat Pro, Adobe Premiere
- Creative ability to reflect high end products
- Ability to multitask and manage multiple projects
- Ability to work independently and to work collaboratively with staff to create a results driven and team oriented environment
- Strong organization and time management skills (ability to prioritize)
- Strong PC skills that include Microsoft Office particularly Excel, PowerPoint
- Current knowledge of best practices in social media and multi-media

Personal attributes: Team player, excellent interpersonal skills, excellent written and oral communication, judgment, organized, client focus, accurate, creative, appreciation of luxury products markets, integrity, flexibility, visual thinker, with a passion for high end creative design in the luxury industry. Excellent time and project management is crucial, alongside strong presentation and communication skills.

Application Process: Please forward your cover letter and resume to the attention of:

Yvonne Blaszczyk, Vice President – Human Resources

hr@bmgbullion.com

At time of application, please indicate your level of knowledge in the precious metals market.