

Township of Langley

Job Title:	Graphics Technician
Competition Number:	25-U065
Employment Type:	Regular Full-Time
Pay Rate:	\$34.63 - \$40.74 per hour (5 steps, 2024 rates), plus benefits
Hours of Work:	35 hours per week; Monday to Friday, 8:30am – 4:30pm
Competition Opening Date:	May 6, 2025
Competition Internal Closing Date:	May 14, 2025
Competition External Closing Date:	May 20, 2025

Job Overview

The Township of Langley is currently recruiting for a regular full-time **Graphics Technician** to join our team of professionals in the Corporate Administration Division, Communications Department. Reporting to the Manager, Communications, this unionized position plays a key role in supporting the Township's internal departments by creating innovative graphic designs to enhance public communication campaigns and initiatives.

Responsibilities

- Design and prepare a variety of print and digital marketing and communications materials, in conjunction with departmental staff, for brochures, posters, signs, presentations, websites, social media channels and other materials
- Gather information from internal and external sources and create materials using various methods and techniques including computer graphics software
- Perform photographic duties as needed and requested
- Maintain divisional filing system of graphic design and related digital assets
- Perform related work as required

Qualifications

- Diploma from a community college in graphic design plus sound related experience, or an equivalent combination of training and experience
- Sound knowledge of graphic design methods, practices, techniques, equipment and materials as they relate to the work performed
- Ability to design and prepare graphic material suited to specific needs or projects in print and digital form
- Ability to perform a variety of photographic duties
- Ability to establish and maintain effective working relationships with a variety of internal/external contacts
- Strong proficiency with Adobe Creative Suite, including InDesign, Illustrator, Photoshop, Acrobat and MS Office is essential

Apply Now

Visit tol.ca/careers to apply for this exciting career opportunity in a growing community. The Township of Langley is an equal opportunity employer.

We appreciate all applications; however, only short-listed candidates will be contacted for an interview.