

Graphic Designer

Location: Alfreton, Derbyshire

Salary: to be agreed depending on experience

Start date: March 2026

Contract type: Full-time, permanent

About Citipost Mail

Citipost Mail is one of the UK's leading mail and communications providers, delivering innovative, customer-focused solutions for businesses across multiple sectors. We pride ourselves on providing exceptional client service, combining creativity with technology to support our clients' marketing, mail, and communication requirements.

The Role

We are looking for a talented, confident, and proactive client-facing Graphic Designer to join our team. This role will sit within the marketing department, working closely with internal teams, the wider business, and external clients.

The successful candidate will take responsibility for delivering high-quality creative design solutions for Citipost Mail's marketing materials and for a range of client projects. This is a hands-on role with frequent client interaction, requiring confidence in presenting ideas and managing feedback professionally.

You will be based at our Derbyshire office but will have the flexibility to work from home as part of a hybrid working arrangement. Some travel to client meetings and events will be required.

Key Responsibilities

- Design and deliver creative assets across print and digital channels, including brochures, campaign materials, direct mail, presentations, and online content.
- Liaise directly with clients to understand their brief and develop design concepts that meet their objectives.
- Present design ideas and proposals to clients and internal stakeholders.
- Manage multiple design projects simultaneously, ensuring deadlines and quality standards are met.
- Work closely with the marketing and production teams to align creative outputs with brand and business goals.
- Maintain brand consistency across all communications for Citipost Mail and clients.
- Prepare artwork for print and digital production, ensuring technical accuracy and compliance with print specifications.
- Keep up to date with design trends and propose fresh creative ideas to enhance client marketing activity.

Skills and Experience Required

- Proven experience in a client-facing design role, ideally within an agency or marketing team.
- Skilled in Adobe Creative Suite (InDesign, Illustrator, Photoshop, Acrobat).
- Comfortable preparing artwork for both print and digital production, ensuring technical accuracy to meet commercial standards.
- Knowledge of web design tools (such as Dreamweaver or WordPress), HTML5, or motion/interactive design is an advantage but not essential.
- Experienced in using collaborative and prototyping software such as Figma, Sketch, or InVision Studio to develop digital assets and support cross-team projects.
- Strong conceptual and visual design skills with attention to detail.
- Ability to take projects from concept to completion independently or collaboratively.
- Excellent communication, presentation, and interpersonal skills.
- Strong time management and organisational skills with a proactive, solution-driven approach.
- Driving licence and willingness to travel to client meetings when required.

Desirable

- Experience designing for direct mail and marketing campaigns.
- Understanding of HTML email design or motion/interactive design.
- Familiarity with brand storytelling and marketing strategy.
- Experience in using collaborative and prototyping software such as Figma, Sketch, or InVision Studio to develop digital assets and support cross-team projects.

What We Offer

- Competitive salary
- 25 days holiday plus bank holidays
- Hybrid working options (office-based with flexibility)
- Training and development opportunities
- A collaborative and supportive working culture
- Great Place to Work and Investors in People accreditations

Get In Touch

If you are interested in applying for this role, please send your CV to helkin@citipost.co.uk