

**JOB DESCRIPTION:** Graphic Designer  
**DEPARTMENT:** Job Printing  
**REPORTS TO:** Senior Vice President  
**TYPE:** Full Time  
**DATE UPDATED:** August 12, 2019

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**JOB SUMMARY:** Reporting directly to the Senior Vice President, the Graphic Designer will be part of the team responsible for communicating the needs of the clients through a variety of media but focused heavily on print production. Three to five years experience is preferred. The individual will work together with other designers and on their own to create visually stimulating concepts by hand or using the Adobe Creative Cloud, to communicate ideas that inspire, inform, and captivate audiences. They will be responsible for developing the overall layout and production design for advertisements, brochures, magazines, corporate reports and other print-related collateral. They will also be responsible for converting customer files for digital and offset reproduction.

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**ESSENTIAL FUNCTIONS** (include, but not limited to):

- Creativity to produce original designs while meeting constraints of cost and time
- Innovative thinking to redefine existing designs while meeting constraints of cost and time
- Strong knowledge of typography and layout
- Proficiency of the Adobe CC Design Suite
- An understanding of the PANTONE Color Process and Color Management
- Produce accurate and high-quality work
- Collaborate with other team members and contribute to their projects

**QUALIFICATIONS:**

- Command of PC Windows environment
- Knowledge of Adobe Creative Suite (including InDesign, Photoshop & Illustrator)
- Knowledge of other graphic-oriented software packages for customer conversions
- A professional phone presence
- Troubleshooting skills
- The ability to manage time on task(s), work under pressure and the ability to multitask
- The ability to complete assignments within a given timeframe and budget constraints
- The ability to work well within the team of designers, pressmen and bindery personnel
- Marketing experience and web design experience

**CHARACTER:**

- Smart, flexible, diligent, organized, professional
- Good communicator
- Elevated sense of urgency
- Confident, straightforward, honest, team player

**COMPENSATION:**

- Salary
  - Health, Optical, Dental, Orthodontic Insurance, 401k, Profit Sharing
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**SUBMIT RESUME TO:** Human Resource Manager  
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