

SUCCESS EPITOMIZED

Success is predictable when you have the right keys.

ASSISTANT GRAPHIC DESIGNER

Objective

To design and develop graphics and multimedia for promotional and internal company use.

Essential Duties & Responsibilities

- Assist Lead Graphic Designer in designing and developing computer graphics.
- Create graphic packages by utilizing packaging templates.
- Assist in the development of graphical presentations.
- Plan, design and develop graphics based on customer requirements.
- Update the company website with graphics and multimedia.
- Assist in the production and colorways of the new products.
- Coordinate with other departments for smooth functioning.
- Produce high quality artwork within agreed deadline using various software applications.
- Perform reviews of artwork to ensure technical accuracy of the layouts.
- Dispatch accurate PDF artwork to dealers, external printers, and distributors within the deadline.
- Maintain and manage digital files and artworks.
- Obtains approval of concepts by submitting rough layouts
- Illustrates concept by designing rough layout of art and copy regarding arrangement, size, type size, and style and related to aesthetic concepts

Qualifications

- Graduation from high school preferred; or an equivalent combination of education and experience.
- Excellent verbal and written communication skills
- Knowledge of social media and video tools
- Proficient in use of Adobe Creative Cloud software and Microsoft suite
- Must have experience creating print and digital media including, but not limited to: infographics, motion graphics, media guide design, posters, fliers, web advertising, facility graphics and other promotional materials
- Must have a strong knowledge and interest in aesthetics and graphic design
- Must display strong work ethic, organizational skills and must be detail-oriented
- Strong writing, editing, and verbal skills preferred



Location

Virtual, In-home

Employee Type

Full-time, Part-time

Manage Others

No

Experience

At least 1 year graphic design experience

Travel

None

Compensation

\$24,000-\$60,000+

Interested in applying for this position?