Graphic Designer Job Description Sample

We are seeking a Graphic Designer with a flair for the creative, an expansive portfolio, and a great work ethic. You will be primarily responsible for the design of our external facing brand; from our website and exhibit displays, to sales collateral, brochures, white papers, presentations, or any other design project that will share our company image with the public. Your layout skills will be equal to your inspiration. Your task is to take our vision and make it graphically engaging while always following the standards of our brand.

You will be a candid collaborator, enthusiastic about bringing the vision of a team into sharper focus. You will contribute your creative ideas with flair and excitement while staying engaged in active listening. You take feedback well and can adjust layouts and creative concepts to accommodate a democratic team environment spanning multiple corporate departments.

This role will work in tandem with content writers and software developers, department heads, and even, the company President. You will coordinate with external vendors when needed, and create cost estimates for these projects. You will be able to handle the pressure of multiple deadlines simultaneously while never losing your creative verve.

In our Mac environment, you will be exceptionally skilled in Adobe PhotoShop, Illustrator or InDesign. You will have some experience with multi-media, including Apple Final Cut Pro. You will have extensive experience in all facets of corporate communication, from social media to websites, photography to video.

Responsibilities

* Creates visual concepts that communicate the corporate message through a wide variety of venues, including video, web, social, and print.
* Utilizes a variety of computer software tools to create design layouts.
* Collaborates ideas well with internal teams and follows design projects through to completion.
* Combines art and technology software to communicate ideas.
* Present ideas via a rough sketch or draft layout.
* Revise and recreate ideas to accommodate and share an organizational vision.
* Coordinates with external vendors, such as printers or advertising agencies.
* Creates an estimate of project costs when external vendors are incorporated.
* Successfully manage multiple tasks while on tight deadlines.

Required Skills

Educational

* High School Diploma or General Education Diploma (GED) required.
* Post-secondary degree required, such as a Bachelor’s Degree in Graphic Design or a Bachelor of Fine Arts (BFA) in Digital Design.

Technical

* Fluent in Mac or PC platforms.
* Desktop publishing expert.
* Skilled at design software from the Adobe Creative Suite to Microsoft Publisher, QuarkXpress, Corel, Apple Final Cut Pro, CAAD or other software.
* Fluent typist and skilled at Microsoft Office Suite.
* Skilled in all forms of communicating with the public, from social media to print advertising.
* Excellent at proofreading.
* Photography and video experience are helpful.
* The job requires long hours sitting in front of a computer screen.

Communication/Organizational

* Active listener able to interpret ideas into visual images.
* Offer excellent communication with teams and other departments.
* Original thinker with excellent software design skills.
* Creative and colorful, with a sharp sense of what compels end users.
* Adaptable and an excellent communicator.
* Able to handle constructive critique and persist until the right approach is found.
* Strong organizational skills with a high level of responsibility.
* Ability to multitask.
* Detail oriented and focused.
* Exceptionally responsible and efficient.
* Able to produce with new ideas and exciting concepts, with excellent business instincts.

Benefits

* Full-time and include benefits.

How to Apply

* Apply by forwarding your resume along with a cover letter.