

# Job Title: Print Designer

**Reports to:** Offset Manager

## **Job Summary:**

Entry level designer able to respond to customers' needs for attractive graphic design elements to enhance print communication materials, using creative talent and a computer.

## **Principal Duties/Responsibilities:**

- Operate a PC or MAC workstation equipped with popular graphic design software to prepare electronic artwork to print.
- Use creative talent to visually enhance and improve print communication materials.
- Review and interpret customer needs and instructions, asking questions to ensure understanding, and offering creative suggestions when appropriate.
- Coordinate print production to ensure order completion by given deadline.
- Efficiently work directly with customers in assessing and solving problems or question areas.
- Effectively manage multiple priorities.
- Responsible for continual learning and self-improvement. Need to keep up with the latest technology and design trends.
- Follow written and oral instructions accurately.
- Perform job duties in accordance with all federal, state, and local laws and company rules.
- Perform other incidental duties as assigned.

## **Additional Duties May Include (but are not limited to):**

- Able to lift up to 35 lbs.
- Cutting, scoring and/or folding finished product
- Small format lamination
- Book binding
- Billing/Invoicing

**Skills and Abilities Required:**

Ability to operate a PC or MAC for graphic design applications. Artistic talent. Strong customer service, teamwork, and communications skills. Ability to visualize finished pages and translate furnished material into attractive copy. Self-motivation and strong initiative to learn continually. Knowledge of basic layout concepts, punctuation, spelling, and different styles and sizes of type.

**Minimum Qualifications:**

Graphic design training above high school. Proficiency in English language. Experience in graphic design, including operating computer graphics equipment. Experience with minimum of following software: Microsoft Office & Adobe Creative Suites (Illustrator, PhotoShop, InDesign & Acrobat). Professional demeanor.

**Work environment:**

Fast paced office-type environment; frequent sitting; repetitive hand/wrist movement throughout much of work shift; VDT use throughout most of work shift.

**Equipment used:**

PC or MAC, scanners, laser printer, large format printers, photocopier, telephone.

**Job Type:** Full-time

**Salary:** \$14.00 - \$16.00 per hour based upon experience

**Benefits:**

- 401(k)
- Paid time off
- Paid major holidays

**Schedule:**

- 8-hour shift
- Monday thru Friday
- No nights