Graphic Designer:

Job Responsibilities:

- Prepares work to be accomplished by gathering information and materials.
- Plans concept by studying information and materials.
- Illustrates concept by designing rough layout of art and copy regarding arrangement, size, type size and style, and related aesthetic concepts.
- Obtains approval of concept by submitting rough layout for approval.
- Prepares final layout by marking and pasting up finished copy and art.
- Completes projects by coordinating with outside agencies, art services, printers, etc.
- Maintains technical knowledge by attending design workshops; reviewing professional publications; and participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.

Skills/ Qualifications:

- Strong graphic design skills
- Layout skills
- Analytical skills
- Creativity
- Flexibility
- Attention to detail
- Deadline-oriented
- Desktop publishing tools and graphic design software
- Acute vision
- Time-management skills
- Communication skills
- Handles rejection

Education and Experience:

- Bachelor's degree in graphic design, industrial design, or interior design, or equivalent experience
- One to three years of experience in graphic design