

Position: Graphic Designer/Custom Graphics Coordinator

Compensation: \$35,000 - \$45,000/yr.

Status: Full-time – Exempt

***This is an in-person position (NOT remote)**

Job Description: This **entry-level** position has two core functions: graphic design and custom graphics coordination. The graphic designer will design and develop a wide range of print and multimedia materials in support of the Kwik Goal brand initiatives. The custom graphics coordination component will be management of the custom product process from initial customer requests to print-ready files.

Responsibilities include (but are not limited to):

- Working simultaneously on multiple projects based on current workload
- Creating product mockups based on customer requests
- Coordinating with the customer in the design phase
 - Assisting with file creation when necessary
- Coordinating with the customer to ensure file types are suitable for print
- Creating sign off documents for all custom products
- Creating print plans for custom products
- Creating print files for outside vendors
- Creating design elements for marketing materials, website, and other media
- Consulting with the marketing and sales teams to create cohesive designs that reflect our corporate culture and goals

Requirements:

- Associates degree in Fine Art, Marketing, or related field
- 1-2 years of experience in a design agency environment or other similar industry is preferred
- Experience with the adobe suite, especially Photoshop, Illustrator, and Acrobat
- Knowledge of commercial printing techniques and file preparation
- Understanding of branding and brand use
- Meticulous and vigilant, with a high level of attention to detail
- Able to thrive as part of a team
- Positive attitude and keen to learn
- Excellent communication skills
- Maintains composure and professionalism in a fast-paced work atmosphere
- Exceptional multi-tasking skills and ability to meet deadlines