



Graphic Designer (Exempt)

Job Description

Graphic Designer for large commercial real estate company working in the promotional marketing department, which is responsible for planning and implementing marketing & communications goals. Duties include assisting with and creating property brochures, email marketing campaigns, pitch books and various other marketing materials for commercial real estate.

Supervision

Reports to: Creative Director

Responsible for: N/A

General Qualifications Required

Education: Bachelor's degree or equivalent Graphic Arts education

Training Requirements: N/A

Licensing: N/A

Experience: 1-2 years of Graphics Art Design

Skills/Behaviors

- Accuracy, attention to detail, flexibility, and ability to work in a fast-paced, deadline-driven environment is essential
- Must have ability to work effectively as part of a design and creative service team
- Strong organizational skills with ability to prioritize
- Excellent oral and written communication skills
- General knowledge of photography and photography equipment
- Self-starter
- Web design knowledge preferred
- Film and video editing knowledge a plus

Major Areas of Responsibility

- Ability to work simultaneously on multiple projects
- Create brochures using InDesign
- Assist in design efforts for email and social media campaigns including concepts and production
- Assist with communication between offices, scheduling projects and printing
- Communicate in a timely manner the status of projects to all persons involved including the Creative Director
- Stay abreast of and learn changing technologies to enhance production of materials
- Interface and work effectively and courteously with co-workers, clients and vendors
- Other duties as assigned

Computer Skills Required

- Proficiency in Mac OS
- Proficiency in Adobe InDesign, Illustrator and Photoshop
- Proficient in Microsoft Word, Excel, PowerPoint, and Outlook
- General knowledge of Wordpress platform