



## **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
- Knowledge of photography and photography equipment (i.e. DSLR)
- Self-starter
- Web design knowledge preferred
- Film, videography, video editing and drone knowledge preferred

### **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