

## JOB POSTING

**Job Title:** Junior Graphic Designer for Dietary Supplements  
**Department:** Graphics Department  
**Salary/Wage:** DOEE  
**Reports to:** Graphics Manager  
**Date of Posting:** February 14, 2017

### Job Duties:

- Produces and edits product labels and packaging for dietary supplements under tight deadlines. Oversees them through the necessary review process across groups of internal team and external vendors to facilitate the completion of final printed deliverables.
- Ensures the accuracy of the labels/packaging file contents and maintains company's brand standards across color, font, and production quality.
- Tracks and documents label/ packaging changes.
- Maintains, updates, uploads and archives graphic files.
- Assists with all aspects of digital printing and prepress process
- Produces designs and layouts for advertisements, posters, annual calendar, catalog, illustrations, typography, logos and other creative material as needed.
- Collaborates with other designers and departments to assist with artistic needs, including design direction, promotional graphics, and other digital designs as needed.
- Proofreads printed and digital materials.
- Maintains the company's website with the most current information of the product labels.
- Performs press checks and run errands as necessary.
- Performs any other related duties as may be required.

### Job Requirements:

- BA / College Degree in Art or related field **required**.
- Minimum of 2 years of design experience in similar position.
- Must have advanced knowledge in Adobe InDesign, Adobe Illustrator, Adobe Photoshop (Mac platform preferred)
- Must have working knowledge of Microsoft Office.
- Must have excellent proofreading skill.
- Must have excellent work ethic.
- Exceptional attention to detail in graphics, layout, and typography.
- Good writing and communication skills (including spelling).
- Ability to multi-task and prioritize, detail-oriented, well-organized and works well under pressure.
- Self-starter and a team player.
- Some web design knowledge preferred.
- PORTFOLIO REQUIRED WITH RESUME SUBMISSION.

### Job Status:

Temp to Hire, Full Time/ Non-Exempt (Hourly)

### Schedule:

Day Shift (9:30 a.m. to 6:00 p.m., with 30-minute unpaid meal break). May be changed by supervisor from time to time depending on the needs of department / company.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to occasionally alternate between sitting and standing positions. The employee frequently is required to reach with hands and arms, use hands and fingers to handle controls, computer and mouse; talk and hear. The employee is occasionally required to walk, stand, stoop, and lift as required to file documents or store materials throughout the work day. Specific vision abilities required by this job include close vision and the ability to adjust focus. Proper lifting techniques required. May include lifting up to 15 pounds for files and computer printouts on occasion.