

Graphic Designer Job Description

Title: Graphic Designer

Department: Marketing

Classification: Full-time, Exempt

Compensation: [list salary range]

Reports To: [list supervisor job title or department]

Direct Reports: None

Job Requirements and Responsibilities

The Graphic Designer is responsible for various designs on websites, social media, and other digital platforms. The employee holding this position should be experienced in delivering creative ideas and following through to content creation and distribution. With direct oversight and support from the [insert reporting manager title], the Graphic Designer will showcase the Company by creating designs aligned with the Company's branding and voice.

Responsibilities include:

- [list day-to-day responsibilities]
- Studying design briefs and planning and illustrating concepts for publication
- Understanding and abiding by Company's branding guidelines
- Researching and understanding Company's audience and market base
- Scheduling projects
- Working within budget
- Communicating effectively within Marketing Department, especially with the Senior Marketing Manager
- Taking feedback and making necessary adjustments to design work
- Developing illustrations, logos, and other visual designs
- Working with the copywriting team to produce final designs
- Ensuring final designs are always visually appealing and on brand

Preferred Skills & Qualifications

The following skills and qualification are required:

- [insert # of years] years of experience in graphic design
- [list degree type—associates, bachelor's] in graphic design or a similar field
- Ability to adhere to the Company's branding guidelines
- Understanding of marketing concepts and design principles
- Proficiency with Adobe's suite of products, including Photoshop, InDesign, and Illustrator
- Effective communication and time management skills

Company and Benefits

At [Company Name], we pride ourselves on giving our clients the best service and support. To do that, we must have a team dedicated to the same goal. Achieving this requires that the Company trusts its employees to do their jobs with minimal oversight and direction while supporting collaboration within and between departments.

[explain your unique company culture]

To ensure workplace cohesion and the best work environment possible, the Company provides a high-quality and flexible work environment with top-notch benefits, including:

- [Insert unique benefits]
- Medical, dental, and vision insurance options
- Company-sponsored 401(k) retirement plan
- Access to mental health counselors
- Flexible work hours and location
- 120 hours of Paid Time Off (PTO) each year
- Employee development program
- Third Friday of the month off
- Monthly stipend to use on remote work items

How to Apply

For internal candidates, all applications should be submitted via email to HR at hr@company.com. For external applications, candidates should apply through the job posting website. The company is an equal opportunity employer (EOE). [Add EOE statement]