



## Graphic Designer Job Description

The ideal Graphic Design candidate will work closely with our team and clients to create results-focused projects. This role must be familiar with various printing processes/techniques and understand how to design for web. Advanced knowledge of the Adobe Creative Suite, excellent communication skills, strong attention to detail and the ability to work on multiple projects simultaneously are musts. This position reports directly to the Art Director.

### Responsibilities

- Create unique, strategic, and intentional designs that support goals and objectives.
- Effectively communicate and articulate the rationale behind your ideas and design work.
- Maintain a high level of accuracy, attention to detail, and take the necessary steps to minimize errors.
- Work with the UNANIMOUS creative team, various vendors, and printers to produce and deliver outstanding projects, products, and results.
- Work with the website team to produce modern and effective interactive projects.
- Provide information to create accurate estimates and proposals for design related projects.
- Remain educated and current on new design trends, software, and technology.
- Maintain an organized collection of completed projects files, production details, resources, and vendor info.
- Participate in client meetings, presentations, proposals, and assist with design materials as needed.
- Create purchase orders for third-party services and products as needed.
- Track time on a daily basis.
- Embrace and adhere to the UNANIMOUS values below.

### UNANIMOUS Values

**POSITIVE:** We make a positive impact with a positive attitude. We enjoy working together and operate drama-free. We look forward to making a significant difference for professional organizations on a daily basis.

**EXPERT:** We are professional, highly skilled, devoted to our craft, and masters of our domain. We pay attention to market trends, stay ahead of the curve, and have the talent, experience, and portfolio to prove it.

**TENACIOUS:** We are passionate about what we do. We constantly strive to surpass goals, exceed expectations, and stay ahead of the curve. We are built with grit, hustle and a desire to make sure things get done the right way.

**COLLABORATIVE:** We check our egos at the door and understand that when great minds come together we will produce outstanding results. If you want to go fast, go alone. If you want to go far, come with us – we'll go together.