



The Market
Builder, Inc.

5135 E. Ingram St. Mesa, AZ 85205
480-641-6200 | theMarketBuilder.com

Position: Graphic Designer

Reports to: Operations Manager

Summary

Responds to customers' needs for attractive graphic design elements to enhance print communication materials, using creative talent and a computer workstation.

Principal Duties/Responsibilities:

- Operate a PC workstation equipped with popular graphic arts software to prepare supplied artwork for print, by paginating and adding bleeds.
- Use creative talent to visually enhance and improve print communication materials.
- Review and interpret customer needs and instructions, asking questions to ensure understanding, and offering creative suggestions when appropriate.
- Work with print production staff to ensure the original electronic file will flow smoothly into the rest of the production process.
- Work with application development staff to design functional user interfaces for web applications and static websites
- Responsible for continual learning and self-improvement. Need to keep up with the latest technology and design trends.
- Provide general support to admin staff (adding logos to letterhead, scanning, edit acrobat documents, etc.)
- Update internal forms/resources and documents as needed
- Follow written and oral instructions accurately.
- Proofread all material that passes through the department.
- Develop marketing campaigns and client project proposals.
- Run and monitor digital ad campaigns.

Skills Required:

Ability to operate computer workstation for graphic arts applications. Artistic talent. Strong customer service, teamwork and communications skills. Ability to visualize finished pages and translate furnished material into attractive copy. Self-motivation and strong initiative to learn continually. Knowledge of punctuation, spelling, and different styles and sizes of type.

Minimum Qualifications:

College Degree in design or related field or Three years relevant experience. in graphic arts, including operating computer graphics equipment. Working knowledge of software programs including: Illustrator, PhotoShop, Adobe XD, WordPress, or similar.

Work environment:

Typical office-type environment; frequent sitting; repetitive hand/wrist movement throughout much of work shift; VDT use throughout most of work shift

Equipment used:

Computer PC, imagesetter, scanner, laser printer, photocopier, telephone and voice mail systems, Planet Press (data pagination software)3D Printer, and Video/Audio Equipment.

Contact Information:

Valencia Wauneka – Office Manager

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Please send your resume or portfolios to email above if interested, if you have any questions, please feel free to reach out.