

Job Description

Graphic Designer

Century International Arms, Inc.

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Reports to: Director of Marketing

Position Type: Full-Time

Location: Florida

Summary of Position Mission

Under the supervision of the Director of Marketing, generates and produces engaging and on-brand materials for promotions, advertisements, websites, video, packaging and other mediums.

Responsibilities

- Study design briefs and conceptualize visuals based on requirements.
- Schedule projects and define budget constraints.
- Generate comps, create layouts and produce final art. Amend designs after feedback.
- Testing graphics across various media.
- Manage content library including titling, tagging and organizing photographs, videos, and other media for internal and external use.
- Develop illustrations, logos and other designs using software or by hand.
- Conducts photo shoots and works directly with contracted photographers.
- Work directly with vendors for project quotes and coordination.
- Protects Company's value by keeping information confidential.
- Support and adhere to all ISO standards applicable to the Company.
- Wears all necessary Personal Protective Equipment directed by the Company at all times.
- Demonstrates complete working knowledge of firearms safety.
- Maintains and keeps workstation and department area clean.
- Immediately reports any maintenance and/or safety issues to Management.
- Demonstrates a positive attitude toward co-workers, other department and the Company.
- Maintains respect, courtesy and professionalism toward all co-workers and the Company.
- Communicates clearly and effectively with co-workers and management.
- Actively participate and support the 5S process within the work area on a daily basis.
- *Other duties will be assigned as required.*

Qualifications & Knowledge Required

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. These requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Proven graphic designing experience.
- A strong portfolio of illustrations or other graphics. Experience in the outdoor or shooting industry a plus.
- A degree in Design, Fine Arts or related field is desirable.
- Excellent verbal and written communication skills and strong attention to detail.
- Excellent organizational skills.
- Ability to work methodically and meet deadlines.

- Familiarity with design software and technologies including Adobe Suite (Photoshop, Illustrator, InDesign).
- Familiarity with advanced photography.

Working Conditions

Work is normally performed in a climate-controlled office environment. Exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in normal performance of job duties.

Physical Demands

The physical demands and work environment characteristics 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:

- Be able to lift objects commonly found in offices, up to 20 lbs.
- Able to travel locally by car
- Able to work at a computer for long periods of time
- Able to work additional hours as needed. (Project timelines and work volume/deadlines may require more than 40 hours per week to complete essential duties of this job.)
- Must have mental processes for reasoning, remembering, mathematics and language ability (reading, writing and speaking English language) to perform the duties proficiently
- Able to work full-time, including early mornings, evenings and weekends as needed

Disclaimers

- This job description should not be interpreted to be a complete list of all the duties and responsibilities performed by the jobholder. To maintain organizational flexibility, management has the discretion to add, drop or change at any time the duties, responsibilities and expectations of this job.

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- This job description does not constitute an offer of employment, continuous employment or an employment contract. We are an at-will employer and either you or the employer may terminate the employment relationship at any time, for any legal reason or for no reason.

Employee Signature:		Date:	
Witnessed By:		Date:	
Last Updated By:	Chip Hunnicutt	Date:	12/14/2018