



Production & Graphic Designer Salary, Non-Exempt

Job Summary: Individual would work collaboratively with designers, regulatory and sales teams to update or create product packaging, marketing materials, digital graphics, and basic animation. Manage and/or update product packaging database for both web and print. Must be a team player, enthusiastic, organized, have exceptional attention to detail and a strong work ethic. Proficiency in Adobe Illustrator, InDesign, Photoshop, and Microsoft Office Suite required. Basic knowledge of Adobe Animate and After Effects ideal

Reports To:

- Vice President of Creative Services

Essential Functions:

- Create and/or update product packaging while adhering to style guides and FDA compliance
- Design and/or update presentations, product sales sheet, prints ads, product brochures and POP displays
- Build digital graphics and basic animations for use on social platforms and website
- Manage current and implement new file organization procedures
- Create and/or maintain product packaging databases and image libraries
- Accurately communicate and transfer content updates to programmers for multiple websites
- Prepare and release art files proficiently for multiple format printers or for digital platforms
- Performs other related duties as assigned

Knowledge, Skills, and Abilities:

- Design portfolio required
- Excellent verbal and written communication
- Handle detailed, complex concepts and balances multiple tasks simultaneously
- Excellent time-management, file management and organization skills
- Ability to adapt as job duties change
- Ability to meet deadlines effectively
- Convey a professional and positive image and attitude
- Demonstrates commitment to continued professional growth and development
- Establish strong relationships with executives, staff, clients, outside agencies, organizations and individuals

Education and Experience:

- Bachelor's Degree and/or minimum 8+ years of graphic design and production experience
- Proficient in Adobe Creative Cloud (InDesign, Illustrator, Photoshop, Acrobat)
- Experience with Adobe Animate and After Effects ideal
- Proficient in Microsoft Office (Word, PowerPoint, Excel, Outlook)
- Photography and photo editing experience a plus
- Mac platform

Competencies:

- Strategic Thinking
- Quality Oriented
- Integrity / Ethics
- Teamwork

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.