



The Voice of Your Customer

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Graphic Artist

Reports To: Supervisor/Manager

Revision Date: December 2007

PRIMARY RESPONSIBILITIES

1. Create/modify brochures, flyers, project reports and presentations with graphics and animation using Microsoft Office and/or other graphics software
2. Create and maintain websites required for specific projects
3. Update company website, stationary and marketing material as required
4. Partner with administrative assistant, subcontractors and project teams to best illustrate company image and to create required project documentation
5. Complete project participation documentation as required
6. Participate in tradeshow, meetings and company events as required

KNOWLEDGE, SKILL AND EXPERIENCE REQUIREMENTS

1. High school diploma or equivalent. Additional training, education and/or certifications preferred.
2. Experience in creating forms, project reports, brochures, flyers and presentations with graphics and animation using Microsoft Office and/or other graphics software designed to penetrate niche, underserved and hard to reach populations
3. Experience in designing and maintaining websites using a great deal of creativity designed to penetrate niche populations
4. Experience in updating company website, stationary and marketing material as required
5. Implementation of website technology designed to increase search activity and to track client activity

WORKING CONDITIONS

Working conditions are normal for an office environment with a great deal of flexibility to telecommute.

To apply, please submit a letter of interest and a resume to info@thevoiceofyourcustomer.com.

Due to the size of files containing graphics, please only submit requested documents to the aforementioned email address. A company representative will contact you to request additional information as required.

In compliance with our Affirmative Action Program, we always make a good faith effort to recruit a diverse project team and provide equal opportunity for minorities, women and disabled persons. We also comply with the Ohio Revised Code 125.111 and all applicable federal regulations and guidelines regarding Equal Opportunity Employment.



Do you offer EXCEPTIONAL customer experiences...or simply good products and services?