



<b>Title</b>	<i>Graphic Designer</i>
<b>Department</b>	<i>Marketing</i>
<b>Reports to</b>	Vice President of Marketing
<b>Hours</b>	<i>8:00 am – 4:00 pm</i>

### Job purpose

The graphic designer will create visual communications in an effective, expedient and creative manner. Projects for which the designer will be responsible include web pages and templates, brochures, logos, signs, advertisements, e-mail templates, style and usage guides, banner ads and buttons, infographics, postcards and direct mail collateral and other communication materials. This position will be an integral member of an in-house Marketing Communications team, charged with fulfilling a wide array of marketing and promotional requirements of internal stakeholders.

The successful candidate will have a proven track record of processing direction from multiple sources and translating that direction into effective design deliverables. The role requires a strong degree of versatility (print and digital platforms), attention to detail, service orientation, speed, productivity and being a collaborative team player.

### Duties and Responsibilities

- Manages design and brand identity requirements across of diverse portfolio of organization business needs and a variety of stakeholders
- Translates written description and brand attributes into affective creative design using a combination of graphics, color and fonts and type style.
- Effectively plans, organizes and prioritizes workload
- Works directly with teammates and internal clients to evolve design and make refinements as necessary to reach final deliverables that satisfy/delight all stakeholders
- Maintains a current understanding of all applicable tools and technologies (design software, HTML, digital print, etc.) to effectively fulfill requirements of the position.
- Successfully coordinates projects with outside agencies, printers and fulfillment partners
- Monitors and manages project management processes and production calendars
- Maintains technical knowledge by attending design workshops; reviewing professional publications; participating in professional societies
- Contributes to team effort by accomplishing related results as needed

### Key Competencies

- Strong creative type who is proficient in design and layout across print and digital platforms
- Proven effective agility and success at working in a high-volume, deadline-oriented environment
- Handles constructive criticism well and maintains focus on ultimate goals and objectives
- Is a team player and easy collaborator
- Possesses strong communication skills – verbal and written

## Qualifications

- Relevant Graphic design degree with at least 3 years' experience in professional Marketing Communications
- Familiarity with common desktop publishing and related software (Adobe InDesign, PhotoShop, Illustrator, HTML and WordPress)
- Prior experience working with associations/trade organizations beneficial, but not necessary
- Prior experience within the cleaning and/or restoration industry beneficial, but not essential

## Working conditions

This position will require working standard business hours, sitting for extended periods of time, standing, and some minor lifting. This position may be required to attend annual trade show for a week which will consist of travel and overnight stay.

## Direct reports

No direct reports.

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