



Job Description

Description: Graphic Design/Production Assistant

Graphic Design/Production Assistant Job Purpose: This position is responsible for the layout and design of a variety of documents such as training collateral, ads, brochures, logos, flyers and presentations.

Graphic Design/Production Assistant Job Duties:

- Demonstrates ability to communicate effectively and work with others to accomplish goals
- Designs presentations in PowerPoint
- Completes work according to corporate branding standards
- Package/prepare files for release to printers, media partners or freelancers
- Prepare images for online and mobile applications
- Track all production time and file location with corporate job log
- Balances priorities to meet deadlines
- Troubleshoot problems as they arise with stakeholders and outside vendors
- Remains proficient in desktop publishing techniques
- Maintains confidentiality
- Ability to work on multiple projects simultaneously
- Performs other projects as assigned

Skills/Qualifications:

- Demonstrates working knowledge of software packages for graphic design including InDesign, Photoshop, Illustrator, Acrobat and Microsoft Office on a PC Platform.
- Knowledge of layout and design principles.
- Must possess excellent communication skills, along with the ability to work under deadlines.
- Demonstrates a working knowledge of print production and a working knowledge of preparing documents for printing.
- Possesses excellent design skills with a strong attention to details, quality and proofreading with a degree of creativity.

Please send your resume to: Info@integritysolutions.com attention Human Resources or by mail to Integrity Solutions, Attn: Human Resources, 1801 West End Avenue, Suite 530, Nashville, TN 37203. *Thank you for your interest!*