



GRAPHIC DESIGNER

Studio Printing, a full-service printing company, is expanding and seeking a talented Graphic Designer to create and execute designs for Studio Printing's extensive customer base. Reporting to the owner, the Graphic Designer will collaborate with clients across many business types to produce high quality print-ready design. This is a part-time role (25 hrs./week) located in our El Segundo, California office.

RESPONSIBILITIES

- Produces layouts for annual reports, flyers, brochures, business cards, and other business forms
- Incorporates current design trends for custom projects
- Checks quality of artwork files, correct any defects, and provide proofs to the customer
- Ensures that print production files meet pre-press and printing specifications
- Collaborates with clients to provide graphic design that exceeds their expectations
- Designs and manages Studio Printing email and social media campaigns
- Manages multiple projects simultaneously
- Maintains design database of final design files for each client
- Tracks time spent on each project to ensure appropriate client billing
- Records status on projects to allow for seamless use across multiple users

QUALIFICATIONS

- Desire to learn
- Experience in print-ready design
- Knowledge of the print process including typesetting and file setup for print production
- Strong communication and time management skills
- Experience with Adobe InDesign, Adobe Photoshop and Adobe Illustrator
- Fluent in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Must be able to handle multiple projects in a deadline-oriented environment
- Open to constructive criticism and customer feedback
- Internet savvy, including social media experience
- Effectively communicates in both verbal and written format
- Experience in photography and/or videography is a plus

To apply, please send your resume and cover letter to ed@studioprinting.net along with a link to your portfolio (if available). This description is not all-inclusive and is subject to change.