



Job Description

Position Title: Graphic Designer	Department: Marketing	Date: 04/26/07
Position Reports to: Marketing Services Manager		

I. Overview:

Work with Senior Graphic Designer to support the production of design concepts that exhibit consistent global branding, encompassing all Marketing and Sales efforts.

II. Responsibilities:

1. Produce various marketing collateral items in accordance with graphic design standard.
2. Proofreading and quality control checks of all print collateral.
3. Coordinate among cross-functional groups to identify business needs and create viable design solutions.
4. Maintain brand look and feel on all collateral.
5. Perform any directly related appropriate duties as assigned.

III. Requirements:

1. 4 year college degree, art degree preferred.
2. 3-5 years graphic design as demonstrated by a design portfolio.
3. Experience in consumer packaging, POP, and retail preferred.
4. Physical ability to lift and carry minimum of 40 pounds.

IV. Skills:

1. Proficiency in InDesign, Adobe Photoshop, Adobe Illustrator, QuarkXpress, Adobe Acrobat and Microsoft Office.
2. Strong production, layout, scanning, color correction and pre-press knowledge.
3. Ability to produce quality work under tight deadlines, work well under pressure and handle heavy production work.
4. Attention to detail; ability to follow instructions and ask questions.
5. Listening; good note-taking.
6. Initiative, creativity and self-motivation, working independently and in a team environment.

V. Travel:

10-20%

Reply in confidence to Human Resources, at humanresources@laticrete.com