

## **Print & Sign Shop GRAPHIC DESIGNER**

We are a multi-faceted print & sign shop looking for an experienced, creative, high-energy GRAPHIC DESIGNER to join and support our team of professionals.

Reporting directly to the President, your primary responsibilities will be to provide innovative design solutions for our varied clients who require print, sign, web and promotional products solutions. From logo, poster, brochure, sign and car wrap design to the layout of forms, booklets, and instruction manuals, to name just a few, your strong understanding of design, colour and typography will allow you to create work that meets or exceeds our customers' expectations.

### **Responsibilities include, but are not limited to:**

- Creating production-ready, compelling, fresh design solutions for print, sign, web and promotional products using design software
- Updating existing art files as required
- Providing stellar customer service and communicating with trade suppliers as required
- Acquiring a knowledge of all company products and services
- Ensuring timely completion of all work
- Observing all shop safety rules & regulations
- Performing other duties as assigned

### **Competencies & Requirements:**

- Minimum Post-Secondary Diploma: Graphic Design;
- Two years of professional design experience for print with a portfolio showing work completed;
- High-level of proficiency with the Adobe Creative Suite (InDesign, Illustrator, Photoshop, DreamWeaver) in an Apple environment. Ability to use Word and Excel an asset. Basic coding skills;
- Excellent communication skills by telephone, in-person or e-mail: written/verbal English grammar and spelling; French an asset;
- Able to collaborate with clients to determine their needs, target audience, branding style, etc.;
- Ability to read, interpret and follow written job docket information, understand verbal instructions, provide clear, accurate feedback, all in English;
- Detail-oriented and accurate; able to proofread, measure (imperial and metric) and perform basic math functions;
- Able to work at a desk/computer (with keyboard & mouse) for extended periods of time and efficiently move within the shop as required;
- Able to recognize and make supervisor aware of any potential issues, i.e. accuracy, quality, timeline;

- Effective time management and organizational skills; Efficiency;
- Ability to work well under tight deadlines with minimal supervision; able to problem solve;
- Effective interpersonal skills for working in a small team environment;
- Positive "can do" customer-focused attitude;
- Self-motivated, ethical, flexible, RELIABLE;
- A sense of humour!

### **Assets:**

- Previous work experience in a print, bindery and/or sign shop environment
- Familiar with, or able and willing to learn to operate, digital printing equipment;
- Working knowledge of other design software
- Basic IT skills
- Social media skills
- Illustration skills

This is a permanent position, 36 to 40 hours per week. Additional hours from time-to-time as required during busy seasons. Daytime, no weekends. Salary commensurate with experience.

If you believe you are a suitable candidate for this job, please send your resume, portfolio, and cover letter describing your acquired skills and abilities that make you THE ONE for this job to:

[cornwallcpsf2021@gmail.com](mailto:cornwallcpsf2021@gmail.com)