



SMITTEN ON PAPER

08/2019

JUNIOR PROOFING DESIGNER

JOB DESCRIPTION

OVERVIEW

Smitten on Paper is a fast growing design company squarely positioned in the custom invitation and greeting cards market. We are looking for highly motivated and enthusiastic individuals to join our team and grow with us as a company. The ideal candidate is a quick learner with a great attitude. We need someone who is willing to work hard and do whatever it takes to get projects accomplished within a tight time line while maintaining a very high work standard.

TASKS INCLUDE

The Junior Proofing Designer is responsible for assisting with the design and proofing of custom invitation orders by following brand guidelines and interpreting customer needs. Daily projects include updating existing invitation templates to fit within client needs, communicating with clients via the phone and through email, and meeting production deadlines. This includes an array of design related tasks and helping with order production when needed. This position works under the Graphic Design and Pre-press Manager.

REQUIREMENTS

- 1+ year of graphic design experience in print or digital media
- A solid creative portfolio that demonstrates experience conceptualizing and executing print design
- Strong knowledge of typography and graphics
- Understand and identify current and future trends in the wedding industry
- Deep understanding of Adobe programs
- A collaborative attitude and willingness to be flexible and accommodating in this fast-paced environment
- Strong communication and project management skills with a strength in managing multiple deadlines
- Hard work ethic, desire to learn and grow
- Ambitious, outgoing, self-driven and a joy to work with in a team environment
- Strong photography and retouching skills are a plus
- Experience with MailChimp, Wordpress and/or Shopify is a plus
- Bachelor's degree in Graphic Design or equivalent

HOURS

- This position is part time with the possibility to expand into full time
- 30 hours per week

APPLY

Please send your resume, portfolio and relevant work experience:

Megan Mark, Graphic Design and Pre-Press Manager

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