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# Example of Senior Graphic Designer Job Description

Our innovative and growing company is looking for a senior graphic designer. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for senior graphic designer

* Creation and management of internal and external branding materials
* Translate verbal or written instructions into a direct response advertisement, including print and online
* Manage creation of charts and infographics for stories run online and in the magazines
* Manage art/illustration contracts and materials return
* Manage art/photo expenditures, staying within budget
* Adhere to a strict production schedule that allows for multiple projects at the same time
* Reviews graphic materials and copy developed by the Marketing team to ensure brand and overall marketing objectives are accurately translated into designs
* Enforces, reviews and works to improve documents, procedures and training references for creative services, collateral development and storage, security and archival, best practices and other processes
* Proactively works to expand skillset through training, meetings and department involvement
* Determines content that drives results through collaboration with team members and internal customers

## Qualifications for senior graphic designer

* Stay up-to-date on graphic trends and programs via online training and other industry resources
* Confidence working in either a Mac or PC environment
* Proven talents as creative graphic designer with a portfolio of work
* Demonstrated, individual experience in the development of basic digital materials such as email, e-newsletters, videos, and banner ads, from design to completion
* Experience with Exact Target, Constant Contact, or other similar email creation software
* Basic knowledge in Microsoft Excel