



Example of Graphics Coordinator Job Description

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Our innovative and growing company is hiring for a graphics coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for graphics coordinator

- Job prioritization, time management, and status updates of work orders
- Visual review for any visible discrepancies such as video hits, pixilation, distortion
- Content review for spelling, kerning, or grammatical errors
- Technical review for correct video levels, format, codec, image size based on use or venue
- Confirm naming and version number of graphic elements
- Media Management of graphic elements and assets
- Manage and organize versioned content to ensure correct version is readily and easily accessible to end user
- Manage file uploads and downloads, file distribution, and fulfillment of finished work, works in progress, source content, or any content required in the creation of graphics
- Manage the archive and retrieval of graphic media across multiples tiers of storage as required
- Coordinate and work with vendors and other third parties as required

Qualifications for graphics coordinator

- Apparel experience - minimum 3 years with print & graphic commercialization required
- Good oral and written communication skills with the ability to react quickly to change

- Proficiency with Microsoft Office Suite, PowerPoint, AdobeCS, HTML and social media platforms
- Knowledge of web design, SEO and usability best practices
- Proficiency with video editing software for Mac