



Example of Graphics Coordinator Job Description

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Our company is growing rapidly and is looking to fill the role of graphics coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for graphics coordinator

- Participates in the activities of appropriate professional organizations, establishing relationships with staff in comparable institutions to participate in information exchange, professional development activities, special projects
 - Responsible for preparing and managing internal communications, ensuring all colleagues are kept fully informed and updated
 - Support Managers by producing high quality garage communications material for displays and communications for Open Forums and Manager Surgeries and other events as requested
 - Responsible for maintaining and updating the company website and employee portal
 - Responsible for designing, content and production of internal Bus Talk the electronic newsletter ensuring it is topical and interesting
 - Responsible for coordinating the internal social media strategy, including the 'Have your Say' forum on the internal employee portal
 - Undertake any additional duties that are reasonable and at the request of your Line Manager
 - Process and coordinate customer art request in an organized and timely manner
 - Manage plate, sleeve and roto cylinder inventory
 - Track yearly expenditures of plates, sleeves and roto cylinders to ensure annual budget limits/goals are met
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- BA/BS degree in Design (Apparel), Textiles, Engineering, Manufacturing or equivalent combination of education and experience
- Must have solid knowledge of printing processes
- Ability to manage production schedules and meet deadlines
- Must work well in fast-paced, dynamic work environment
- General knowledge of animation and video composition settings/parameters the various video file formats used in the Motion Graphics Industry
- Industrial experience with gravure and flexographic printing systems is acceptable in lieu of a degree