



# Example of Graphics Coordinator Job Description

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Our company is growing rapidly and is hiring for a graphics coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for graphics coordinator

- Maintain customer mandated databases
- Maintain an electronic artwork database
- Maintain an active inventory of anilox and print rollers
- Create presentations for clients
- Creates graphic design for presentations, proposals, speeches and articles
- Prepares and distributes correspondence, memos, and other documents, which require the use of multiple office technologies and software applications
- Helps with marketing communications and social media
- Coordinates and prepares for meetings, conferences, travel arrangements and maintains group or manager's business calendars
- Interfaces with internal and external contacts regarding administrative issues and concerns
- Prepares monthly financial report

## Qualifications for graphics coordinator

- Advanced sports knowledge, including rules of the game and historical information
- College Grad preferred or 3+ years of equivalent experience
- Basic understanding of Graphics Production or Post Production experience required
- Ability to prioritize and proactively anticipate department needs

