



# Example of Graphics Specialist Job Description

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Our innovative and growing company is looking for a graphics specialist. 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 specialist

- Serve as a liaison between Customers (including their advertising agencies and graphics vendors) and SAFC Sales, Graphics Services, Customer Service and Manufacturing for artwork and printed material
- Reads, understands and complies with the Quality Policy, procedures and work instructions relevant to the role and informs the immediate line manager if he or she is unable to do so
- Participates and cooperates with internal/external audit processes as required
- Participates, cooperates and provides input in the Continuous Improvement Procedure and associated processes, especially with regards to addressing Business System Improvement Requests (BSIR) generated as a result of Client Feedback or internal and external audits
- Participates in Quality initiatives and suggests modifications or improvements to current procedures if required
- Quality of messaging and brand compliance achieved in all internal and external communications
- Timely and accurate delivery of required communications
- Continued display and promotion of Health, Safety and Environmental importance
- Develops and maintains, in consultation with critical stakeholders, a HR communications calendar for the performance year
- Partners with other HR functions and associates to deliver on, the build and

## Qualifications for graphics specialist

- Understand a wide array of brands and adhere to requirements
- 5 years experience in broadcast production
- 3 years experience with High End Broadcast graphics devices
- Typically requires bachelor's degree or equivalent and 10-12 years of related experience, with one to two years supervisory/management experience
- High competency using Adobe Creative Suite (Creative Cloud), particularly InDesign, Photoshop and Illustrator
- Ability to work under pressure, autonomously and as part of a team