



Position Title: Graphic Artist and Web Designer

Department: Client Services / Creative Services

Reports to: Operations Manager

Primary Functions

- Web Design and Development of Home Pages and Help Materials for Benefitfirst
- Web Design and Development of Home Pages and Help Materials for Essential Clients
- Graphics for Print Communication for Clients including Employee Benefits Guide, COBRA and Retiree Benefits Guide, Worksheets, Enrollment Forms, or any other Print Material required
- PowerPoint Presentations
- Envelopes and Packet Materials
- Implementation Materials

Provide assistance to Benefit Company Marketing and Business Development to include:

- Web Design
- Logo Design
- PowerPoint Presentations
- Print Advertisements
- Artwork and Illustrations
- Poster Design
- Banner and Display Design
- Brochures
- Business Cards
- Badges
- Letterhead and Envelopes
- Interior and Exterior Signage
- Certification Materials

Oversee Company's large capacity Copier/Scanners/Printers to include:

- Daily Maintenance of Copier/Scanners including clearing jams, replacement of paper, toner and staples, and non-invasive cleaning.
- Coordinate with Service Providers for more extensive Maintenance and re-order of supplies
- Programming functions of machines such as user information and department codes

Objectives

- Use skills and experience to provide our Clients with Print and Web Design materials that effectively communicates their Benefits Programs.
- Provide the Benefit Company with Design and Graphics for both Print and Web to aid in marketing our services and Business Development

Primary Skills and Requirements

- Knowledge of HTML, Javascript, ASP, CSS
- Adobe Photoshop
- Adobe Acrobat Pro
- Adobe Illustrator
- Adobe Dreamweaver

Developed by: Randy Stober

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- Adobe Contribute
- Adobe Fireworks
- Adobe Flash
- Adobe InDesign
- Corel Painter
- Microsoft PowerPoint, Word & Excel
- Windows and Mac OS
- Drawing Skills to communicate design ideas
- Work with both Digital and Offset Printers
- Provide Daily Maintenance of Copier/Scanners

Working Conditions and Physical Requirements

- Normal office environment
- Prolonged computer work daily
- Some lifting may be required to move equipment, files and supplies

Education and Experience

- Bachelor of Fine Arts Degree or equivalent work experience (4-6 years) in Graphic and Web Design