



**Position Title:** Presentation Developer / Graphic Designer

**Department:** Client / Creative Services

**Reports to:** Operations Manager

### **Primary Functions**

Provide assistance to Account Managers and our clients, which include:

- Graphic Design and Communication
- PowerPoint Presentation Development
- Audio Production – editing and recording
- Video Production – development and editing
- Marketing Collateral (brochures, advertisements, posters, etc)
- Product packaging
- Web Development

### **Objectives**

Utilize skills in graphic design and audio production to effectively design, develop and implement presentations for client and in house use.

### **Major Responsibilities**

- Creating and developing benefit enrollment motion video graphics for TBC Clients
- Providing design direction for projects
- Collaborating with Account Managers to provide accurate graphic communications for benefits and marketing
- Cultivating several projects at the same time
- Ability to meet tight deadlines
- Organized and detail-oriented
- Usability and quality control testing
- Utilizing knowledge of web media and using it effectively enough to maintain functionality that will meet a client's specific needs

### **Design/Presentation Requirements**

- Adobe Creative Suite (Photoshop, Illustrator, Flash, Dreamweaver, In-Design, etc)
- Microsoft Office Suite (PowerPoint, Word, Excel, etc)
- HTML, DHTML, CSS (not required, but preferred)
- Mac OS and PC

### **Education and Experience**

- 2 year degree in graphic design, communication or related field; or
- Minimum of 4 years work experience in similar field
- Online portfolio available if requested