JOB DESCRIPTION

Position: Graphic Designer

Reports To: Creative Director

Status: Full-Time

Position Summary:
The Graphic Designer is responsible for designing creative marketing material for J. Fitzgerald Clients. Works with Creative Director and Account Manager to coordinate projects and deadlines to ensure customer satisfaction. Make sure all work maintains the level of quality expected from JFG.

Essential Duties and Responsibilities:
• Work with Creative Director and Account Manager to design and produce materials to meet customer specifications.
• Coordinate with outside vendors such as printers, photographers, and stock photography companies to create finished product.
• Maintain a job schedule and manage work flow to ensure that all tasks are assigned and delivered according to deadlines.
• Provide guidance and assistance to J. Fitzgerald employees regarding project designs.
• Perform other duties as assigned and required.

Teamwork and JFG Culture:
• Support and communicate with co-workers and supervisors in a positive manner.
• Actively participate in team meetings, events, and discussions.
• Ability to meet deadlines in a fast paced environment.

Qualifications:
• Bachelor’s degree in Graphic Design or related field required.
• 3-5 years design experience required.
• Experience with Adobe Creative Suite required.
• Strong attention to detail.
• Strong multi-tasking, time management and organization skills.
• Excellent interpersonal/human relations skills.
• Strong judgment and decision making abilities.
Company Profile

J. Fitzgerald Group is a full service advertising and marketing agency located on the historic banks of the historic Erie Canal in Lockport, NY. We have a large clientele at the local, national and international level.

Contact:
employment@jfitzgeraldgroup.com