RAZOR USA
GRAPHICS/PRODUCTION DESIGNER


JOB DUTIES

1.) Work closely with entire marketing department to help drive projects for US and International markets from initial concept to final production while adhering to critical deadlines.

2.) Responsible for design, maintenance and management of art files for new and existing products including:  logos, product deco, action and product.

3.) Responsible for managing proof sheets, making revisions, and preparing final approved artwork for production including:  packaging, resizing, notating, cropping and applying color settings as specified by the production method and final output.

4.) Ability to use digital camera to shoot, edit/manipulate and send photography for a variety of uses in marketing and product materials.

5.) Create unique and original artwork when requested including, but not limited to: stickers, decals, decal instructions, logos, posters, mock-ups, catalogs, trade show graphics, promotional materials, internet communications, advertising, collateral, planograms etc.

6.) Knowledge of creating artwork in layers to make art easy to manage, edit and transmit.

7.) Create and transmit instruction/spec sheets for prototypes and packaging materials to our offices in China, using clear descriptions and easy to understand images.

8.) Ability to multi-task on multiple projects and meet deadlines.

9.) Manage and develop relationships with outside vendors such as photographers, translators and artists.


JOB REQUIREMENTS & CORE COMPETENCIES
1.) 3 - 5 years experience working in a fast paced production driven design environment.
2.) Must have excellent communication, project management, multi-tasking and time management skills.
3.) Flexibility to work independently and be a team player when necessary.

4.) Must have a positive, collaborative attitude.  Must be able and willing to adapt to rapidly changing priorities.

5.) Passion for art, design or other creative pursuits.

6.) Experience with video recording or editing a bonus, but not necessary.

SOFTWARE PROFICIENCY REQUIREMENTS
Highly proficient on MAC OS X El Capitan
Software proficiency: Adobe CC, Microsoft Office 2016, Transmit and Microsoft Office Suite 2016.

EDUCATIONAL REQUIREMENTS
Some college or art school or equivalent.

Reports directly to Director of Marketing Americas & Pacific Rim.

Start Date:  Immediately