



Posting Date: 5/2/2017

Posting End Date: until filled

The following position is currently open. If you wish to apply, please submit your resume and cover letter to:

jobs@tectran.com

JOB TITLE: Creative Graphic Designer/Website Content Manager

JOB TYPE: Full Time

GENERAL PURPOSE:

Tectran presently has a team of talented individuals who manufacture, warehouse and distribute parts for the Heavy Duty Truck and Trailer Market. While our primary manufactured products relate to air and electrical tractor-to-trailer connection lines, we also supply a range of over 7,500 parts to this market. Our well positioned, rapidly growing manufacturing & distribution company requires an experienced graphic designer who will be responsible for supporting business marketing/branding through creative design and development of both print and interactive media, including the company website. We require someone with a high degree of initiative and a strong desire to improve upon their skills and drive change. You must be results driven, proactive and self-motivated.

JOB PURPOSE:

As a member of the Marketing team, you will develop and maintain digital marketing and promotional materials (including graphic design and copy) to support the Marketing and Sales teams. These items will include; web content such as on-line, interactive catalogs and resources, social media, product direct marketing mailers, promotional items, product brochures, customer education materials, newsletters, sell sheets, and technical bulletins, promotional, and other collateral materials.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This position will require you to work closely with other Designers and Product Managers brainstorming creative concepts, developing original designs, and executing designs based on established style guides. You must have the ability to understand technical and functional design elements, as well as provide basic administrative support.

- Receive and process assignments from the marketing team, sales team, and customers. The fulfillment of these assignments may require research, creative design, copy writing, scheduling, project management, hands-on work, or any practical administrative duties required to complete the project.
- Interpret project requirements, gather information and data, and think creatively to produce ideas and solutions to multiple design project challenges
- Prepare multiple drafts/design layouts in order to gather feedback and direction on assignments.
- Turn feedback around and execute the design project from beginning to end
- Keep meticulous records of project information that will include objectives, progress, data, completion dates and all information to provide detailed feedback
- Manage design elements – photos/graphic/literature library
- Use a wide range of media including photography, and illustration
- Maintain knowledge of current web technologies and design trends
- Responsible for working on a variety of assignments, some of which may flow through to mailings and various administrative support projects

SKILLS/QUALIFICATIONS

- Bachelor's degree (2-3 years of experience will be considered in lieu of a degree)
- 3+year's professional experience in graphic design capacity
- 2+year's professional experience in web content management
- Must possess strong organizational skills, be thorough, detailed- oriented and able to manage multiple projects simultaneously
- Must have the ability to interact with all levels of personnel, management and technical staff including outside resources as required to fully develop and complete project related tasks
- Knowledge of the graphic design process, production procedures, applications and methods, four-color printing process, basic photography, and photo editing
- Advanced understanding of image optimizations and constraints of designing for both digital and print materials
- A firm foundation in design principles & typography, understanding of information design, and hierarchies
- Experienced with Adobe Creative Suite specifically Photoshop, InDesign, and Illustrator – PC environment
- Advanced knowledge of Microsoft Office Suite
- Strong conceptual and visual design skills leading to creative and innovative print and digital solutions
- Strong verbal and written communication skills
- Solid analytical and organizational skills
- Must be a self-starter and able to work in a progressive manner with little supervision

TECTRAN is an Equal Opportunity Employer. We offer a competitive benefits package with a generous employer contribution toward our group Health plan and Voluntary Dental, Life, Supplementary insurance plans. PTO, tuition and position relevant Certification and Education reimbursement