

Graphic Designer- Production

Location: Dallas, TX (Red Bird/Executive Airport area)

Reports to: VP Operations

Status: Full Time, Non-exempt

Supervisory Responsibilities: None

Position Overview:

The Graphic Designer - Production will be responsible for supporting the customer service and production areas for graphic arts designs of product. Could be asked to use a customer logo or to create designs that are a fit with the customer's branding or desired message.

Essential Functions and Responsibilities:

- Provide artwork for production of customer orders to spec in a timely manner to meet shipping requirements
- Ensure quality and accuracy of design deliverables in production in a manner in which production can use the design with little to no changes or revisions
- Maintain established corporate brand standards, consistency of message and design across materials and media
- Assists with formatting copy and other marketing documents as needed
- Collaborates with President to determine new projects, pen styles or other needed art work assistance

Non-Essential Functions and Job Duties:

- Perform other duties as assigned

Required Knowledge, Skills and Abilities:

- Proven graphic designing experience
- Possession of creative flair, versatility, conceptual/visual ability and originality
- Demonstrable graphic design skills with strong portfolio
- Extensive knowledge of Adobe Creative Suite (Photoshop, InDesign, Acrobat, Illustrator) and Microsoft Office software applications

- Knowledge to build production / print ready files for traditional and variable print.
- Knowledge and understanding of color space: CMYK, RGB, Pantone
- Self-motivated, detailed oriented, and ability to work independently
- Ability to express ideas in a clear, concise manner both verbally and in writing
- Emphasis on clean, usable, and sophisticated layouts with meticulous eye for detail and style and a strong design process
- Detail-oriented with the ability to meet deadlines effectively and multitask

Required Education and Experience:

- Associate's degree or Bachelor degree in graphic design or related field preferred
- Experience in the promotional products industry preferred
- 2-5 years' experience in graphic arts production required

Other Physical Requirements:

- Requires standing, sitting for long periods of time daily
- Must be able to climb stairs daily
- May require lifting, pushing and pulling 1-25 pounds periodically to frequently
- Must be able to distinguish between colors, shapes and sizes on screen and in person
- Must be able to talk, hear and perform business calls or communicate face to face
- Must be able to use a computer keyboard, mouse and other tools used in graphic arts
- Will require other office related physical tasks

About RiteLine LLC

RiteLine LLC is a decorator of writing instruments, serving the advertising specialty industry. It is the policy of RiteLine LLC to provide products that meet or exceed our customers' expectations in regards to quality.

Riteline LLC is an Equal Opportunity Employer (EOE)