



promoshop[™]
THE CREATIVE MERCHANDISE AGENCY

PromoShop, a national promotional merchandise company, is looking to add a skilled **Graphic & eCommerce Designer** to their team.

Job requirements

- Ability to adapt to change and perform in a fast-paced environment
- Self-motivated and clear idea of teamwork value
- Excellent organizational, administrative, and follow up skills
- Strong ability to multi-task
- Hands-on attitude and continuous improvement mentality
- Ability to absorb and apply constructive design criticism from peers and clients
- Customer service, people, and results-oriented
- Proactive attitude
- Communicative
- Ability to thrive in a fast-paced environment while supporting several parallel projects simultaneously
- Problem solver mentality; able to troubleshoot a problem that may not follow the standard workflow/process and come up with the a workable solution
- Excellent project-management skills and attention to detail
- Must be proficient on Mac platform
 - Must be proficient in Adobe Photoshop, Illustrator, InDesign and Acrobat CC; Excel, Word, Outlook
 - Basic knowledge of Wordpress, eCommerce platforms (Shopify), and web design

Job duties will include:

- Prepares work to be accomplished by gathering information and materials.
- Plans concept by studying provided information and materials.
- Creates cohesive designs that adheres to brand standards and reflects clients' corporate cultures and goal
- Illustrates concept by designing rough layout of art and copy regarding arrangement, size, type size and style, and related aesthetic concepts.
- Obtains approval of concept by submitting rough layout for approval.
- Coordinate with Account Executives, Pre-Production, and occasionally outside agencies, art services, etc. to complete per client's requirements.
- Finalizes copy and art using technical knowledge of design software
- Provides final files suitable to printer or factory's requirements
- Develop and maintain customer company stores; including selecting and adjusting themes to meet client's brand standards and direction, adding and maintaining product catalog, highlighting seasonal promotions, and using integrated marketing platforms for email marketing. Researching added apps, plugins and minimal coding as required for client needs.
- Supports and executes the creation and publishing of relevant, original and high-quality content for the company's online platforms including its website and social media accounts.
- Maintains technical knowledge by following online tutorials, attending design workshops; reviewing professional publications; participating in professional societies.
- Contributes to team effort by accomplishing related results and providing assistance to others on team as needed.
- Works simultaneously on 5+ projects based on current client workload
- Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment.

To apply, please email your resume and portfolio/link to work to art@promoshopla.com.

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