



SUMMARY:

Design, typeset, create artwork and prepare for print: sales brochures, advertising pieces, direct mailers, forms, and related materials. Provide assistance in a variety of areas in the General Services Department as assigned by Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Design, typeset, create artwork, , and revise sales brochures, direct mailers, forms and related materials using Photo Shop, InDesign, Illustrator, Acrobat Pro, Excel, and Word software programs.
- Assist the Field and Home Office employees with supply orders
- Create and revise forms for state submission for sales approval.
- Typeset the field and home office stationery and business cards.
- Send approved jobs for printing through a Rasterized Image Processor for color and layout review prior to negative output.
- Maintain equipment used for prepress
- Make database entries for field requisitions
- Maintain print job status control system utilizing Excel software.
- Format print jobs with proper bindery setup to high-speed black and white or color copier.
- Format and link files to company database for online access for product viewing and ordering of supplies on company website field requisitions.
- Conduct Company business in accordance with all applicable laws, regulations and contractual obligations. Behave ethically and with integrity and always follow the principles of the Compliance Program when making business decisions. Compliance with this program is a condition of employment for every American-Amicable employee.

EDUCATION, WORK EXPERIENCE and TRAINING REQUIREMENTS:

- Five years of experience in creative graphic design for lithography
- Experience in prepress negative masking
- Skilled in math
- Experience in page layout for printing
- Experience in black & white and color copier output setup

REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A friendly, positive, learning-oriented attitude

- Creative design ability
- Ability to use a variety of graphic software programs, such as Photo Shop, InDesign, Illustrator, Acrobat Pro, Excel, and Word
- Complete understanding of lithography
- Extensive math knowledge (graphic layouts)
- Eye to hand coordination
- Ability to follow written instructions

WORKING CONDITIONS, PHYSICAL and MENTAL REQUIREMENTS: The working conditions, physical and mental requirements described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is sedentary in nature and is performed in a traditional office environment with cubicles. Typically, the incumbent will sit comfortably while performing the work, with some walking, standing, bending and carrying of light items, such as papers, books, and files. Other physical demands in performing the essential functions of this position include: lifting and mixing heavy chemicals in containers weighing 25-35 lbs., digital dexterity, hearing, seeing, and talking. Mental requirements include, but are not limited to, the ability to concentrate, take initiative, cope with stress, adapt, and stay alert in a business environment.

Note: This job description reflects a summary of the job and does not prescribe or restrict the responsibilities that may be assigned. This job description is subject to change at any time.