



POSITION DESCRIPTION

POSITION TITLE: Graphic Artist

FLSA STATUS: Non-Exempt

DEPARTMENT: Marketing

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Creative Director, Creative Services Assistant Manager (Day-to-Day)

POSITIONS SUPERVISED: None

POSITION PURPOSE

This individual uses graphic design technology and computer software to produce a variety of marketing materials, including designs and layouts. Responsibilities will specifically be focused on creating and updating production layouts to include updates to labels, spec sheets, sell sheets and images. This individual is proficient with and regularly uses Illustrator, InDesign, and Photoshop on a Mac platform to complete daily tasks. The individual will also demonstrate excellent analytical and computer design skills, high accuracy, attention to detail, and will contribute to a positive team atmosphere.

POSITION QUALIFICATIONS AND JOB DUTIES

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

1. Bachelor's degree in Graphic Design, Art or other related field or equivalent work experience.
2. Minimum of 2 years of experience in graphic design/art/advertising.
3. Fluency in either Spanish or French Canadian is a plus.

JOB DUTIES:

1. Maintain expert knowledge of Macintosh OSX and design software including Quark Xpress, Adobe Creative Suite, InDesign, Photoshop, Acrobat, and Illustrator (including the ability to create high impact vendor images from scratch or sketches, MS Office).
2. Demonstrate a strong understanding of the fundamentals of layout and design with a keen eye for font, color, and other design elements, and able to work with minimal direction.
3. Demonstrate strong conceptual thinking, understanding of marketing strategy, and ability to produce out-of-the-box designs.
4. Remain proficient in prepress processes and requirements.
5. Work in a hands-on capacity with large format printers and other print production machines.
6. Work with printing vendors.
7. Multitask while developing and consistently applying themes for varied brands and target audiences.
8. Complies with the Company established Brand Visual Identity (BVI).
9. Able and willing to work necessary hours to meet all project deadlines.
10. Able and willing to travel when necessary.

11. Other Duties- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.
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CORE COMPETENCIES

1. **Professionalism** - Upholds organizational values, demonstrates sound business ethics, works with integrity and ethically in all situations, and treats others with respect and consideration at all times regardless of their status or position. Accepts responsibility for actions, reacts well under pressure, follows through on commitments, and demonstrates consistency between words and actions.
2. **Project Management** – Completes appropriate amount of projects within the given timeframe.
3. **Diligence** –Perseveres in accomplishing tasks or objectives and maintains a sense of urgency about getting results.
4. **Develop Relationships** – Builds and maintains relationships that incorporate cooperation, trust, and respect by devoting the appropriate time and energy to facilitate business transactions. Relates to others while building credibility and rapport, communicates in an honest and straightforward manner, and maintains networks.
5. **Attention to Detail** – Completes work in a thorough and complete manner, provides detailed information, and tracks details at all times.
6. **Active Communications (Verbal, Written, Listening Skills)** – Clearly expresses ideas, information, and concerns both verbally and in written format in both positive and negative situations. Actively listens, offers full attention when others speak, gives verbal and nonverbal cues of interest, asks questions for clarification, and paraphrases to ensure understanding. Actively seeks and disseminates information from and to a variety of sources, accepts responsibility for ensuring that people have the current and accurate information needed for success, and asks questions to open channels of communication. Demonstrates group presentation skills, presents information and numerical data effectively, and actively participates in meetings.
7. **Responsiveness** – Takes action to meet the needs of others, responds timely without supervision, and minimizes delays.
8. **Customer Orientation** – Views the organization through the eyes of the customer, anticipates and meets customer needs, solicits customer feedback to improve service, responds promptly, and effectively manages difficult or emotional customer situations.
9. **Productivity** - Meets or exceeds productivity standards, completes work in timely manner, and strives to increase productivity.
10. **Innovation** - Displays original thinking and creativity, meets challenges with resourcefulness, generates suggestions for improving work, and effectively presents ideas and information.
11. **Organizing & Planning** – Plans, organizes and effectively manages to maximize efficiency and productivity. Sets goals and objectives, prioritizes and plans work activities, identifies specific action steps and resources, anticipates problems and develops contingency plans.

12. **Problem Solving & Decision Making**– Able to identify problems, solve them, and show good judgment by isolating causes from symptoms, gathering information from a variety of sources, compiling information and solutions, involving others as appropriate, readily committing to action, and making decisions that reflect sound judgment in a timely manner. Able to identify and choose between multiple options, work well in-group problem solving situations, understand consequences of potential decisions, and support and explain reasoning for decisions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

1. Must be able to remain in a stationary position 50% of the time.
2. Must be able to bend, climb stairs, and continuously stand or walk 25% of the time.
3. Must be able to occasionally move within the office to access file cabinets, office machinery, etc.
4. Must be able to lift 10-20 pounds (for example: packages, copy paper boxes, etc.)
5. Must be able to communicate effectively by listening and also in both written and verbal forms.

WORK ENVIRONMENT

1. Generally, works in an office environment but may occasionally be required to perform job duties outside of the typical office setting.
2. This position regularly requires large amounts of time to be spent using and viewing computer screens and equipment, which generally entails regular and repetitive motions.
3. May occasionally be exposed to fumes, airborne particles, or chemicals. All safety procedures should be adhered to in each of these situations.

Salary/ Wage Range

\$20.00-\$24.00

Compensation for the role will depend on a number of factors, including a candidate's qualifications, skills, competencies and experience and may fall outside of the range shown. Bona offers a competitive total rewards package, which includes a 401k match, Open PTO, healthcare coverage and a broad range of other benefits. Learn more at <https://us.bona.com/companyInfo/work-at-bona.html>

SIGNATURES

This job description has been approved by all levels of management.

Manager Signature: _____

Date: _____

Human Resources Signature: _____ **Date:** _____

The employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature: _____ **Date:** _____

Bona US is an at-will employer. Therefore, both the employee and the employer retains the option of ending the employment relationship with the Company at any time, with or without notice or cause. Neither this document nor any other oral or written representations may be considered a contract for any specific period of time.