

Graphics Coordinator: Graphics Coordinator I

Provides administrative support to the Graphics Team in tracking of work, assignment of job numbers, validation of charge numbers, and translation of customer requests into required graphic documentation and/or graphic illustration. Provides word processing services to produce internal and external customer presentations, proposals, technical specifications, contractual materials, and standard practices and policies documents.

Utilizes desktop publishing software systems, formats, produces, and/or revises publication materials such as technical articles, proposals, publications, books, manuals, reports, and marketing materials. Presents drafts of finished product to user. Ensures high quality of output and compatibility of product with follow-on reproduction processes. Prepares layouts and graphic design. Maintains production logs and cost data for project scheduling, budgeting, and billing.

Knowledge

Little or no knowledge of the job. Moderate understanding of general job aspects and some understanding of the detailed aspects of the job.

Supervision Received

Close supervision involving detailed instructions and constant checking on work performance.

Consequence of Errors

Errors can be easily and quickly detected within the immediate work unit and would result only in minor disruption or expense to correct.

Contacts

Contacts are primarily within immediate work unit. Contacts involve obtaining or providing information requiring little explanation or interpretation.

Minimum Education and Experience

Entry Level. 0+ years directly-related experience. Bachelor's Degree preferred in Business Administration or related field. Basic MS Word, PowerPoint and Excel skills.