

Graphics Coordinator: Graphics Coordinator III

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

Full knowledge of the job. Complete acquaintance with and understanding of the general and detailed aspects of the job, and their practical applications to problems and situations ordinarily encountered.

Supervision Received

Limited supervision. No instructions needed on routine work, and general instructions given on new lines of work or special assignments.

Consequence of Errors

Errors may be difficult to detect and would normally result in loss of customer business, material, or equipment to resolve.

Contacts

Contacts are frequent with individuals representing other departments and/or representing outside organizations. Contacts involve obtaining or providing information or data on matters of moderate importance to the function of the department or which may be of sensitive nature.

Minimum Education and Experience

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