

Graphics Coordinator: Sr. Graphics Coordinator

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

Extensive knowledge in specialized functions. A wide and comprehensive acquaintance with, and understanding of, both general and specific aspects of the job and their practical application to complex problems and situations ordinarily encountered.

Supervision Received

Minimal supervision. Work may be done without established procedures.

Consequence of Errors

Errors are very difficult to detect and would normally require significant expenditures to resolve.

Contacts

Contacts are frequent with individuals representing outside organizations and/or individuals of significant importance within the company. Contacts involve planning and preparation of the communications, require skill, tact, persuasion and/or negotiation to accomplish the objectives of the communication.

Minimum Education and Experience

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