

Job Title: Graphic Designer	Division / Department: Creative Department
Location: Corporate Offices, Tulsa, OK.	Reports to: Creative Manager
Salary Range:	Position Duration:
Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern FLSA Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt	
GENERAL POSITION OBJECTIVE	
<p>The objective of the Graphic Designer is to edit and produce materials that support Noria’s training, consulting and marketing services both internally and externally.</p>	
POSITION DUTIES	
<p>Preserve coherent and consistent visual standards across all product lines by adhering to departmental standards, templates, color schemes, themes, and guidelines.</p> <p>Closely follow quality control standards to ensure all products leaving the department are in line with other offerings.</p> <p>Minimum of 5 years of experience creating and manipulating graphics at an intermediate level (i.e. develop/design a graphics concept, translate drawings into digitized renderings, manipulate renderings, and create vector graphics) in multiple formats in multiple software packages (i.e. Photoshop, Illustrator, InDesign).</p> <p>Possess an intermediate level of experience with layout principles and flow pertaining to graphics and text.</p> <p>Moderate to advanced experience with designing with words and word flow (typography).</p> <p>Design and create templates (i.e. single page layouts, flyers, tri-fold brochures, 8-12 page brochures).</p> <p>Must be able to take logos from concept to final digital vector product.</p> <p>Design and create sales/marketing materials (i.e. product brochures, logos, web graphics, promotional fliers, catalogs, point-of-sale materials, sales presentation tools, direct mail pieces, trade show graphics).</p> <p>Any Photography, HTML5 Animation, Illustration, or Software Programming experience is a plus</p>	
KNOWLEDGE, SKILLS, ABILITIES, AND EQUIPMENT USED	
<p>KNOWLEDGE & SKILLS</p> <ul style="list-style-type: none"> • 5 years of experience working with various software packages including: MS Office (Word, Excel, Outlook, PowerPoint), Adobe Creative Cloud (InDesign, Illustrator, Photoshop, Acrobat). • Previous magazine experience is preferred. • Photography and/or HTML experience is a plus but not required. 	
<p>ABILITIES</p> <ul style="list-style-type: none"> • Must have the ability and desire to share tips and best practices. • Physical requirements of this position can include but are not limited to: the ability to lift up to 25 pounds without assistance, moving objects in a general office setting, standing, climbing, bending, and other repetitive motions. 	

- Required use of office equipment can include but is not limited to: copier, shredder, scanner, phone, mouse, keyboard, computer, and multi-function printers.
- Must submit a portfolio upon application demonstrating real world experience and original work (i.e. no derivative work and no tutorial examples).
- Multitask and adhere to deadlines in a fast-paced environment.
- Experiment creatively within parameters set by Creative Lead.
- Maintain effective, collaborative working relationships with a range of people at all levels in the organization.
- Ability to work exclusively in a PC environment.
- Organization and attention to detail are essential

PERFORMANCE BEHAVIOR COMPETENCIES

The following list describes the performance behaviors necessary to meet the minimum requirements.

- Integrity
- Dependability
- Cooperation
- Results driven
- Adaptability
- Innovation
- Creative conceptualization
- Developer/multiplier
- Attention to detail
- Initiative
- Self-control
- Analytical thinking
- Flexibility
- Professionalism
- Strategic agility
- Collaboration

MINIMUM EDUCATION, CERTIFICATION, & LICENSURE QUALIFICATIONS

- Minimum of 5 years of experience in professional design role in addition to a bachelors or associates degree from an accredited university or technical school is required.
- 10 years of experience in a professional design role may be substituted for a higher degree.

Note: Nothing in this job description restricts management's sole right to assign or reassign duties and responsibilities to this job at any time.