



Position Description

General Summary

The Graphics Design Specialist position is a full-time position and will be a shared resource between the Marketing department and the Evidence Kit/Sales team. Duties will include creation and maintenance of graphic designs (images, short videos, illustrations, art work) for marketing and print artwork for various evidence collection kits. Evidence collection artwork includes, but is not limited to, instruction sheets, documents, anatomical drawings, logos, box wrap artwork, envelopes and labels. Artwork must be designed to meet customer's specifications.

Primary Duties and Responsibilities

- Design of images, illustrations, short videos, and other graphics as specified to support Marketing efforts
- Design and update evidence collection kit artwork
- Maintain current revision of all evidence collection kit artwork.
- Proof all evidence collection kit artwork.
- Assist Evidence Kit Product Manager with preparation of kit prototypes.
- Assist Evidence Kit Product Manager with preparation for product trade shows.
- Other duties as assigned including layout of promotional materials as needed.

Required Qualifications

- Graphics experience, efficient in Adobe Illustrator and In Design, and any other relevant graphics program
- Bachelor's Degree plus 1 to 3 years of experience or an equivalent combination of education and experience
- Strong organizational skills; must be able to multi-task in a fast paced environment.
- Ability to work in a team environment with a demonstrated sense of urgency
- Effectiveness requires excellent written and verbal communication skills.
- Must be able to manage the pressures and stress associated with a deadline-oriented atmosphere.
- Strong analytical skills and ability to understand, and perform to, complex requirements
- Excellent attention to detail with a track record of providing error-free work.
- Team player
- Must be able to demonstrate aptitude working with Windows version of Adobe Creative Suite

Sirchie is an Equal Opportunity/Affirmative Action employer and will consider all qualified applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.

Please forward resume to wward@sirchie.com if interested