

Posting Period
October 9-23, 2012

Graphic Design Specialist

Summary of Duties

Reporting directly to the Chief Communications & Marketing Officer, implements agency's brand and graphic standards through various communications. Responsible for layout and design utilizing templates. Designs and creates professional and broadcast grade marketing, communications and online materials. Designs typesetting of various print media. Creates graphics materials for visual marketing media. Tracks print request status from conception to completion. Manages revisions to communications and other print/design documents. Prepares files for commercial printing. Performs other related duties as needed to meet the ongoing needs of the organization.

Minimum Acceptable Qualifications

- A combination of education and progressive graphic arts and design experience that equals to (4) years.
- In addition to #1, a minimum of three (3) years of experience in graphic arts and design, which must include consumer products and service design experience.
- Proven ability to execute projects from conception to completion.
- Must have excellent analytical, oral and written communication skills.
- Must be able to work independently and manage multiple projects on a daily basis.
- Must be proficient in Microsoft Office Suite, with thorough experience using PowerPoint.
- Must have advance skills in Adobe Suite, Photoshop, Illustrator, InDesign, Lightroom, Premier Pro, After Effects, Acrobat and Flash on Windows platform.
- Must be able to work with sensitive information while maintaining strict confidentiality.
- Must possess a valid driver's license.

All employees are responsible for performing their job safely, and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.

Other Important Information

- Subject to a physical examination/drug test and background check to verify information regarding education, employment history, vehicle and criminal history.
- Only resumes with salary history will be considered.
- Only qualified candidates will receive consideration.
- Relocation is not available for this position.

If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to:

E-mail: jobs@metrarr.com

Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, or disability, assuming an individual can perform the essential functions of the job with or without accommodation.

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