

JOB DESCRIPTION

Graphic Designer

FLSA Status: Salaried, Exempt

Full Time | On-Site

Overview

Under the supervision and purview of an Associate Creative Director, the Graphic Designer works with clients and the West Edge team to execute high-quality design experiences across brand, digital, print, social and web.

We're looking for a self-starter with exceptional attention to detail, a passion for continuous learning, and the ability to contribute positively to West Edge's collaborative, fast-paced culture.

Key Responsibilities

- Think creatively to develop original, action-inducing concepts and visual solutions
- Work on a wide range of projects—often several at one time—including:
 - Brand identities and logos
 - Campaigns, brand collateral, stationery, publications, packaging, and corporate identity systems
 - Digital and social media assets
 - Motion graphics and visual assets for video
- Collaborate closely with:
 - Creative/Production Director on design direction
 - Web & Technology Director on website and UX/UI decisions
 - Account Managers and Project Managers to ensure quality, accuracy, and on-time delivery
- Adapt quickly in a fast-paced, fluid, and dynamic agency environment
- Work collaboratively with printers, copywriters, photographers, videographers, developers, and other creatives
- Assist with design production work and other duties as assigned
- Represent West Edge's quality standards and contribute to the agency's creative "team ego"



QUALIFICATIONS

Experience

Required

- Minimum **2+ years** of professional experience in graphic design
- A **portfolio** that shows strong conceptual and technical design skills applied across a range of deliverables
- High-level proficiency in **Adobe Creative Cloud**
- High-level proficiency in **Google Suite**
- Proven ability to balance multiple projects simultaneously while maintaining accuracy, quality and meeting deadlines
- Confidence presenting, explaining, and defending creative solutions to internal teams and clients

Preferred

- Experience working in an agency environment
- Experience designing websites and design systems in **Figma**
- Experience designing and building websites using **WordPress**
- Experience creating motion graphics in **After Effects**
- Experience with custom illustration
- Experience creating platform-specific content for Facebook, Instagram, LinkedIn, and TikTok

Professional Skills

- Strong communication, organization, and time-management skills
- Flexible, collaborative approach to teamwork
- Ability to support internal teams with design or technical needs as required
- Openness to feedback and willingness to iterate and improve designs

Education

Preferred degree (or equivalent professional experience) in **Graphic Design, Visual Arts, UX/UI Design, or a related field**

