

## STUDIO DESIGNER

### Job description

#### MAIN RESPONSIBILITIES

- Produce layouts from customizable templates in a fast-paced environment with quick turnaround
- Maintain a database of orders, pulling information from multiple sources
- Coordinate with the Design Team members regarding layout alterations and mechanical development
- Develop creative solutions based on general direction from senior members of the Design and Account Teams
- Develop creative solutions by interpreting and understanding creative briefs and brand guidelines
- Communicate effectively with team members to interpret clients' needs and deliver creative solutions
- Create unique and original artwork to benefit our clients

#### ADDITIONAL RESPONSIBILITIES

- Be willing to take on extra internal tasks that align with Punch's vision to generate a positive impact for our clients and the community
- Find ways to grow knowledge and skill base in design-related areas, for example, through mentorship or continuing education, and keep up to date with changing trends in the industry

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To apply, please send your résumé to [info@punchrva.com](mailto:info@punchrva.com).

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#### QUALIFICATIONS

- Attention to detail and strong organizational skills
- Bachelor's degree in graphic design or equivalent knowledge
- Strong understanding of graphic design principles and practices
- Proficient in Creative Suite (Illustrator, Photoshop, and InDesign), Google Suite (Sheets, Docs, and Drive), and Microsoft Suite (Word, Excel, and PowerPoint)
- Possess an understanding of print production for digital, offset, and screen printing processes
- Requires creative judgment to be used on a daily basis
- The ability to work independently with minimal supervision, using initiative to identify and resolve issues
- Excellent communication and interpersonal skills, including the ability to interpret and explain complex information

#### COMPENSATION

- This full-time position offers a competitive salary with a comprehensive benefits package, including
  - Salary range of \$38–42k based on experience
  - Medical
  - Dental
  - A Matching Simple IRA
  - Life Insurance
  - Paid time off