

GRAPHIC DESIGNER – TOY COMPANY

Elenco, a leading educational toy company, is looking for a **GRAPHIC DESIGNER**. We are known worldwide for our award-winning **SNAP CIRCUITS®** toys that teach kids about electronics. We make toys that are innovative, fun, and designed to instill a passion for invention and creativity. We are looking for a designer who can help portray our brand and mission of making learning fun.

We are located in Wheeling, Illinois. Local candidates only, please!
Resumes without link to website and/or web portfolio will not be considered.

Job Summary: Under direction of Creative Director, Graphic Designer provides graphic and technical design services as needed.

Principle Duties and Responsibilities:

1. Assists with the artistic vision of visual, marketing/sales collateral and graphic design services, both print and digital, with the ability to suggest improvements to content.
2. Suggests and implements design concepts, artwork, and layouts for packaging, manuals, labels, packing slips, forms, marketing material, catalogs, and other formats.
3. Strictly follows all brand standards and guidelines.
4. Works closely with Engineering and Product Development to design, update, and print manuals, including layout and artwork.
5. Follows department templates to streamline department and maximize efficiency.
6. Provides media assets to distributors and others.
7. Edits and manipulates digital photographs for use in digital and print formats.
8. Proofreads copy to determine accurate and high-quality work.
9. Creates and amends designs and layouts for approval and suggests improvements where needed.
10. May assist in updating website and creation of assets and/or pages for website.
11. Follows all department procedures, schedules, workflow processes and documentation, and suggests improvements thereto.
12. Meets deadlines and quality requirements.
13. Works as a team member with various functional departments, including Sales, Marketing, Product Development, Operations, and Engineering, to implement the creation of collateral and content, including technical material.
14. Maintains Graphics Department files and libraries (including photographs, images, templates, manuals, and artwork) in an organized and efficient manner.
15. Meets work standards by following production, productivity, priority, and quality standards.
16. Meets cost standards by monitoring expenses and suggesting cost-saving actions.
17. Performs other duties as assigned.

Qualifications & Skills:

Education: Associates Degree Required. Bachelor's degree in graphic design or related field preferred but not required.

Certification/licensure: None required.

Experience: 2-3 years' experience in graphic design, preferably with experience in digital photo retouching, and design layout. Interest in tech toys and STEM preferred.

Skills:

1. Strong knowledge of Adobe Photoshop, Illustrator, InDesign. Knowledge of Quark Express preferred.
2. General knowledge of Microsoft Office (Word, Excel and Teams) and WordPress.
3. Excellent organizational and time management skills and ability to prioritize and multi-task in a fast-paced organization.
4. Attention to detail and commitment to accuracy.
5. Good communication skills and problem solving-skills.

Other Requirements:

1. Adherence to all policies and procedures, including safety standards, attendance, punctuality and personal appearance.
2. Ability to maintain confidentiality of information as required.

Physical Demands:

1. Hearing: Adequate to perform job duties in person and over the telephone.
2. Vision: Visual acuity adequate to perform job duties, including reading information from printed sources and computer screens.
3. Regular sitting and entering data into a computer.
4. Occasional standing, kneeling and walking exerted regularly throughout a normal workday.
5. Occasional lifting and carrying items weighing up to 10 pounds unassisted.

Elenco offers competitive medical benefits, generous profit-sharing, 401K company match, paid time off, and a fun work environment – We make toys!

Updated: June 30, 2021