



**JOB TITLE:** Graphic Designer

**JOB TYPE:** Contract/Profit Share Agreement

**LOCATION:** Not Applicable

**SUPERVISOR/MANAGER:** Chris Symes (Director)

**MAIN DUTIES/RESPONSIBILITIES:**

- Create Artwork to suit retail designs for listings on websites
- Utilise Photoshop to run scripts to generate mock ups for products
- Upload Products:
  - List products on websites
  - Maintain accurate details of items including dimensions and shipping weights
  - Create and maintain high level SEO for maximum returns
  - Research high level links for SEO

**SKILLS & EXPERIENCE**

- Website Listing Ability
- High Level Graphic Design Skills
- Email creation, sending and communication
- Intermediate to advanced Microsoft Office skills (Word, Excel, PowerPoint and Outlook)
- Excellent verbal and written communication
- Organised and able to meet deadlines
- Self motivated

**MANDATORY ATTRIBUTES**

- Reliable time management
- High level Photoshop skills
- Email creation, sending and communication
- Phone handling Skills
- Strong English Communication
- Available during Australian working hours
- Own computer with high level storage

**PERFORMANCE GOALS:**

- Uploading as many products as possible
- Create high quality listings that generate SEO enquiry
- Deal with management professionally at all times

**ADDITIONAL BENEFICIAL SKILLS & EXPERIENCE**

- Sublimation Printing Experience
- General crafting and experience in this field
- Application and understanding of all print methods
- Graphic Design using photoshop

- Website editing and updating
- Marketing – Social Media, Google Shopping, SEO.
- Video Editing and script creation

This position can be on a contract basis or a profit sharing basis as per agreements made with Print Geek Group management.