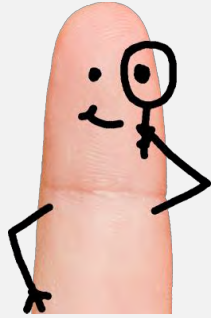


Date completed/ revised: DD/MM/YYYY

Position Details

Title	Graphic Designer
Reports To	Insert title, not individual's name
Department	Marketing
Position Status	<input type="checkbox"/> Employee <input type="checkbox"/> Contractor <input type="checkbox"/> Consultant <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> On-going <input type="checkbox"/> Term Term End Date (if applicable): DD/MM/YYYY
Eligible for Benefits	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments if applicable
Overtime Exemption Status	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
Variable Compensation	<input type="checkbox"/> Bonus <input type="checkbox"/> Commission <input type="checkbox"/> Shift Premium <input type="checkbox"/> Car Allowance <input type="checkbox"/> Not applicable
Hours per Week	Insert actual expected hours of work per week, excluding breaks or lunch/week
Location	
Job Classification	CUSTOMIZER: If classifications have been established, insert job categories. Below shows an example. Otherwise, delete this row <input type="checkbox"/> Clerical <input type="checkbox"/> Administrator <input type="checkbox"/> Coordinator <input type="checkbox"/> Manager <input type="checkbox"/> Director <input type="checkbox"/> VP
Salary Range	Insert salary range, or insert: "As per Job Classification"
Direct Reports	As of DD/MM/YYYY but subject to change, position is responsible for Insert number direct reports, as follows: ♦ Title. Insert additional bullets as required <input type="checkbox"/> Not Applicable



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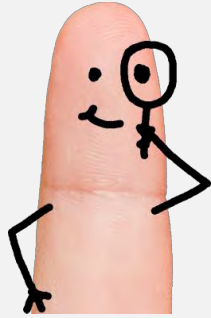
- c. Collaborates and brainstorms on multiple projects with the marketing team to create materials such as web pages, programming collateral, newsletters, marketing materials, and presentations.
- d. Meets budget constraints and deadlines while balancing multiple projects.
- e. Designs concepts with original content, determining best use of style, imagery, layout, text, and colour.
- f. Creates design revisions once drafts are returned by stakeholders.
- g. Tests graphics across various media platforms.
- h. Understands best practices when using a content management system, managing design and upload process of all project materials.

2. Insert high-level responsibility Example 20%

- a. List key tasks associated with that responsibility
- b.
- c.
- d.

Job-Related Technical Skills

Skills	Proficient	Experience with	Familiar with
Experience with design software and technologies such as Adobe InDesign, Photoshop, Illustrator, Creative Suite and Dreamweaver	x		
Knowledge of WordPress and other website content management systems		x	x
Branding		x	
Social media		x	x
Basic HTML			x
MS Office suite		x	
A minimum of 35 words per minute typing speed or the ability to use voice to text software to support increasing digital communication and content generation	x		
Enter additional skills if needed			
Enter additional skills if needed			



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- ◆ Adheres to procedures and standards.
- ◆ Possesses a strong ability to focus on tasks and priorities amidst continuous distractions.

PLANNING / ORGANIZATION SKILLS / TIME MANAGEMENT

- ◆ Establishes a realistic and systematic course of action for self and others to accomplish a specific goal.
- ◆ Sets the right priorities.
- ◆ Utilizes planning and/or time management tools.
- ◆ Monitors progress and makes necessary corrections.
- ◆ Controls interruptions.
- ◆ Accomplishes work in a timely manner.

INITIATIVE

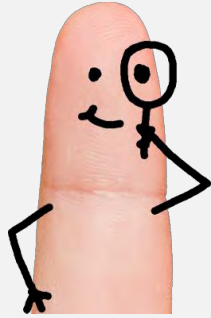
- ◆ Looks for and takes action to make a contribution to the Company rather than being asked or passively accepting situations.
- ◆ Does more than is required. Digs deep and questions the process.
- ◆ Offers new ways of working or solving problems over and above what is expected.
- ◆ Looks for and takes opportunities for development and to improve performance.
- ◆ Anticipates future opportunities and challenges.
- ◆ Seeks out additional responsibilities and learning opportunities.

QUALITY

- ◆ Produces results that meet or exceed standards and expectations.
- ◆ Uses systems to benchmark results with standards.
- ◆ Shows personal concern for quality and accuracy.

FLEXIBILITY / ADAPTABILITY

- ◆ Adjusts own behaviors to work successfully in light of new information, and/or changing direction and environments.
- ◆ Is willing to adapt and do what is necessary to get the desired results.
- ◆ Remains positive when faced with unexpected events.
- ◆ Adapts well to, and supports change.
- ◆ Accepts changing priorities and direction.



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Acknowledgement

Accepted and agreed to by:

EMPLOYEE

Employee Name	
Signature	Date

MANAGER APPROVAL

Manager Name	Manager Title
Signature	Date

NEXT LEVEL APPROVAL

All job descriptions require approval by CUSTOMIZER: Insert approval position level 1. Example: Department VP, or delete this section if not applicable.

Name	Title
Signature	Date

HR APPROVAL

All positions require review and approval by HR CUSTOMIZER: Insert HR approval level. Example: HR Manager, or delete this section if not applicable.

Name	Title
Signature	Date