



**Qualifications:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and/or Experience – A Bachelor’s degree in Graphic Design or Graphic Arts; minimum two years of professional experience working in an agency or corporate environment; or equivalent combination of education and experience. Experience working with printers and in all phases of design, from concept to print.

Computer Skills – Must be skilled in graphic design software including InDesign and/or Quark Express, Photoshop and Illustrator.

Language Skills - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and/or correspondence.

Mathematical Skills - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; Ability to compute rate, ratio, and percent.

Reasoning Ability - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; Ability to deal with problems involving several concrete variables in standardized situations.

Other Skills, Abilities & Qualifications – Need to have strong customer service skills; Must be able to handle stress and be tolerant of irregular working hours as necessary to meet deadlines and department obligations.

**Physical Demands** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this Job, the employee is regularly required to use hands and fingers to handle or feel. 90% of the time is sitting at a computer work station. The employee is often required to walk; reach with hands and arms; and occasionally stoop, kneel, crouch, or climb stairs. Work can, at times, be strenuous, occasionally requiring the employee to lift and /or move up to 60# cartons. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

95% of the job is conducted in a climate controlled area. At times it may be necessary to walk between buildings, out-of-doors, to aid in the delivery of completed jobs, being exposed to outside weather conditions. The noise level in the work environment is at times moderate to loud.

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**After reading the contents of this job description, I understand the responsibilities, requirements and duties expected of me. I realize this document is intended to be an accurate reflection of the position; however, United Suppliers, Inc. reserves the right to revise, add or eliminate job functions and duties as conditions warrant. I also understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek to achieve the company’s goals. I further understand that this job description does not constitute a contract of employment, nor alter my status as an “at-will” employee.**

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**Employee’s Name** *(please print)*

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**Supervisor’s Name** *(please print)*

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**Employee’s signature**

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**Date**

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**Supervisor’s signature**

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**Date**