

## **Twin City Knitting - Sock & Accessory Brands Global Job Description**

**Job Title:** Graphic Designer  
**Department:** Customer Service/Marketing  
**Reports To:** Senior Graphic Designer  
**FLSA Status:** Non-Exempt

### **Summary:**

**Duties and Responsibilities** include the following. Other duties may be assigned.

### **Primary**

- Design collegiate sock mock-ups that adhere to guidelines and look persuasively good
- Create forms to be submitted and reviewed by collegiate approval bodies
- Communicate effectively with both industry partners and co-workers

### **Secondary**

- Create dye sublimated sock designs when needed
- Produce instruction forms for operational procedures

### **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 abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Skill and experience using Adobe Creative Suite-primarily *Illustrators, InDesign, and Photoshop*
- Ability to Prioritize
- Ability to balance quality design and efficient productivity
- Sharp attention to detail
- Diligent at fulfilling responsibilities
- Strong understanding of each design principles
- A desire to learn and professionally grow
- Excellent people's skills

### **Language Ability:**

Ability to read and interpret documents such as Purchase Orders and Emails. Ability to write special instructions and read special instructions. Ability to speak effectively to other employees and supervisor.

### **Math Ability:**

Ability to apply basic math.

### **Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:**

To perform this job successfully, an individual must have basic computer skills, including proficiency in Adobe Creative Suite.

**Education/Experience:**

High school diploma or general education degree (GED), some experience is preferred however not necessary. Prefer two+ years degree in graphic design.

**Certificates and Licenses:**

None

**Equipment:**

Ability to utilize,

- Printer
- Copier
- Stapler

**Knowledge, Skills, and Other Abilities:**

- Oral and written communication skills
- Ability to work independently as well as in a team environment
- Ability to communicate in a respectful and professional manner

**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 stand 10% and sit at least 90% of the time, walk, use hands, reach with hands and arms, and talk or hear. The employee is frequently required to stand, balance, stoop, and bend. The employee is occasionally required to taste or smell. The employee must frequently lift and/or move between 5 to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus, and ability to see color.

**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.

While performing the duties of this job, the employee is regularly exposed to work in an office environment conditions. The employee is occasionally exposed to work in high, precarious places, fumes or airborne particles, and risk of electrical shock.

The noise level in the work environment is usually moderate.

**Benefits:**

Medical, Dental, Vision and 401K benefits

**Contact:**

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\*Essential Function  
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