

## Senior Graphic Designer / Project Manager

Transwestern Commercial Services  
Parsippany, New Jersey

### Job Description

Transwestern is an innovative commercial real estate company - voted as a "Best Place to Work" four years in a row in New Jersey - that is looking for a Senior Graphic Designer/Project Manager to grow our talented team in Parsippany, NJ. The Senior Graphic Designer/Project Manager is responsible for the development, creation, and production of assigned creative projects in support of regional marketing initiatives and for the management of multi-faceted in-house and client projects. This position requires extensive knowledge of design concepts, media and software. Creates original graphic design and comprehensive layout concepts in conjunction with firm brand, and coordinates production of materials such as brochures, collateral, direct mail, and advertisements, as well as corporate identity materials.

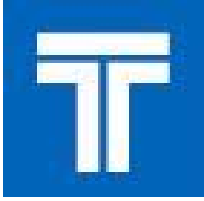
It is also the responsibility of the Graphic Designer/Project Manager not only to exhibit legendary customer service when communicating with clients but also to focus on productivity and results.

### ESSENTIAL JOB FUNCTIONS:

- Provide graphic support for regional marketing team and executive leadership.
- Develop creative ways to present material in a graphically pleasing and impactful manner.
- Conceptualize, plan, design, and produce a wide range of graphic and/or illustrative material, from simple to complex (i.e. brochures, fact sheets, direct mail, etc.).
- Coordinate the production process; develop and write printing and/or other production specifications, and select appropriate production media and materials.
- Design multi-media presentations as needed (interactive PDF, etc.)
- Create graphics for local and regional events under direction of regional marketing team.
- Maintain relationship with all vendors.
- Coordinate and track client marketing campaigns.
- Monitors key dates for completion for each stage of a campaign/project.
- Monitors progress against critical dates and makes any adjustments to keep projects on track.
- Interacts regularly with both internal and external clients regarding project specifications and expectations.
- Other design responsibilities as assigned by regional marketing team.

### POSITION REQUIREMENTS

- Preferably a bachelor's degree in Graphic Design, Communication Arts, Computer Science or a related discipline



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- At least 5+ years' professional design and graphics experience (preferred Adobe products experience - PC based)
- Strong production skills and knowledge of print processes required - experience using both traditional process and web based digital process providers
- Proficiency with Adobe InDesign, Illustrator, Photoshop and Acrobat
- Experience with both traditional and digital RFP and presentation generation, standardization and creation
- Strong conceptual ability - extremely creative with the ability to depersonalize own efforts in order to incorporate input from others to affect project completion and organization buy-in
- Ability to change course/direction on projects at a moment's notice; ability to reprioritize tasks and timelines
- Ability to work well under pressure and tight deadlines; ability to work independently and to prioritize responsibilities; multi-tasking
- Creative flair with top-rate conceptual and visual skills; ability to take concepts and ideas and transform them into images
- Expert command of challenging/changing environment
- Ability to work independently and to prioritize responsibilities
- Detail-oriented
- Superior communication and organizational skills
- Enthusiastic about becoming an expert on how to uniquely communicate the company's vision through visual communication.
- Expertise in Adobe Photoshop, Illustrator and InDesign
- Knowledge of Macromedia Studio MX tools (i.e. Dreamweaver and Flash)
- HTML experience a plus
- Experience with Flash ActionScript 2.0 and JavaScript
- MS Office Suite

**Transwestern offers an exciting work environment, competitive salary and excellent benefits, which include medical, dental and vision coverage, as well as a 401(k) plan. Transwestern is an equal opportunity employer. Please include resume, salary requirements and references.**

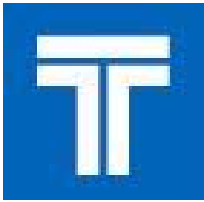
### **Job Location**

300 Kimball Drive, Parsippany, New Jersey

### **Contact**

mary.bryant@transwestern.com

February 2017



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