

## CUSTOMER SERVICE with a Graphic Design background 50/50

**FULL TIME:** Monday - Friday

**PAY RATE:** \$17 HOUR hourly for 35 hours per week

**START DATE:** As soon as possible

**LANGUAGES:** English

**LOCATION:** Dashwood, ON

### EXPERIENCE

7 months to less than 1 year of **Customer Service** in a retail setting

7 months to less than 1 year in **Graphic Design**

### JOB REQUIREMENTS

- Consult with clients to establish the overall look and graphic elements for their design
- Communicating in a timely manner with perspective clients via email or telephone
- Multitasking time is essential in this role and knowing how to prioritize your time
- Customer Service in a retail setting is essential
- Understanding the fabrication process of various metals is a bonus
- Quote (design hours + fabrication time + material costs)
- Processing payments
- Processing shipments

### ADDITIONAL SKILLS/DETAILS

- Fast-paced environment
- Work under pressure
- Attention to detail
- Tight deadlines
- Effective interpersonal skills
- Team player
- Excellent communication
- Work in a multidisciplinary environment
- Work Setting Design & Fabrication shop

### GRAPHIC DESIGNER SPECIFIC SKILLS

- Prepare sketches, layouts and graphic elements to present to the customer.
- Prepare working files for production.

### DESIGN PROGRAMS NEEDED

Good working knowledge of: Corel Draw, Illustrator, AutoCad, Microsoft Office, Photoshop, Vector Graphics required.

**WORK SAMPLES PORTFOLIO:** Design sample; Example of completed work

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