

Graphic Design & Proposal Specialist

American Office is seeking a **Graphic Design & Proposal Specialist** to create proposal graphics and layout. This position requires attention to detail, creativity, proactive interpersonal and communication skills, organization skills, conceptual thinking skills, effective decision-making, and document production skills. Candidates must have strong knowledge of print and digital graphic design and design techniques. Candidate must have a strong sense of typography design skills, as well as experience with infographics.

Duties and Responsibilities:

Proposal Production:

- Providing conceptual input for document design while ensuring Request for Proposal (RFP) response meets instructions pertaining to format, fonts, etc. are being followed along with internal branding guidelines
- Creating and updating graphics, including organization charts, maps, flow charts, infographics using Adobe Creative Suite
- Performing final layouts in Adobe Creative Suite or other programs, as well as production and binding of hard copies as required (may include coordination with outside printers or vendors)
- Proactively conduct quality assurance/quality control on proposal/marketing materials through attention to consistency and detail
- Using strong organizational and time management skills to juggle multiple tasks with differing deadlines and consistently produce a professional product

Project Production

- Formatting quarterly/monthly reports and providing data analysis as directed
- Designing/formatting other project marketing needs, i.e. brochures, factsheets, logos, org charts, PowerPoint presentations, promotional materials, websites, assistance with event production, etc.
- Creation of bi-annual company newsletter

General responsibilities

- Be a brand champion by strictly adhering to our standards
- Keep organized and complete files and be ready to share internally
- Keep up-to-date knowledge of current design methodologies and business to business marketing trends as well as in social media
- Assist with special projects as needed
- Maintain confidentiality of work as required by our clients
- Assist with a variety of tasks including event planning, public relations, social media, marketing campaigns, branding and contract management compliance files
- Ability to work closely with and communicate well with staff in off-site locations

- Other office requests/duties as assigned

Our work has non-negotiable deadlines, so a critical requirement for this position is being able to complete work on schedule. Candidates must be able to work quickly with minimal supervision, and be able to effectively prioritize multiple projects to meet competing deadlines.

Work may occasionally be required in the evenings to meet deadlines.

Minimum Requirements

- 2+ years of design experience and a Bachelor's Degree in Graphic/Digital Design with advanced knowledge of document layout, graphic design, and editing of marketing communications or technical documents
- Experience in progressively responsible roles; experience working in Commercial Real Estate Development, Professional Services, Architecture, Engineering, or Construction organizations strongly preferred.
- Strong computer skills – particularly in Microsoft Office and the Adobe Creative Suite (InDesign, Illustrator, Photoshop)
- An ability to multi-task in a fast-paced environment
- A can-do positive attitude and willingness to find new ways to do things and work as a team and work with Senior level management
- Detail oriented with excellent organizational skills
- Strong creative vision and visual arts skills with an established portfolio of business to business print and digital marketing collateral
- Ability to review, edit, write and format flawless marketing materials
- Flexibility to work last minute overtime as needed

Preferred Qualifications

- Training/knowledge of a wide application of design principles, theories, and concepts is preferred