



JR. GRAPHIC DESIGNER

Presented by Thornhill Employment Hub on behalf of a local employer seeking to fill this position.

Position Type: Full-time, Temporary (may lead to full-time permanent)

Location: Concord, ON (In-person)

Industry: Sign Manufacturing / Graphic Design

Schedule: Full-time, Monday to Friday

Compensation: \$20/hr

Qualifications (Preferred):

- Experience as a Graphic Designer, specifically with Adobe Illustrator (AI) and Photoshop.
 - Ability to work with clients and manage incoming emails.
 - Administrative skills including data entry, billing, invoicing, and calendar management.
 - Ability to assist marketing and sales teams with campaigns and social media.
 - Ability to work with minimal supervision.
 - Spanish language skills are a plus.
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Responsibilities:

- Organize and communicate project needs between customers and the Graphic Design team.
 - Assist in marketing and sales requests.
 - Oversee schedule for design-related tasks.
 - Support sales and marketing teams.
 - Handle routine paperwork and administrative procedures effectively.
 - Billing and invoicing (at a later stage).
 - Assist with follow-up of applications for related projects under the direction of technical staff.
 - Provide backup to administrative support by answering phones, calendaring, filing, processing daily emails.
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Other Information:

- Work with minimal supervision.
- Must be in-person.
- No benefits currently offered.
- Work with a fun, collaborative team environment.