

**JOB TITLE:**

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Graphic/Web Designer and Office Coordinator  
*Entry Level*

**COMPANY OVERVIEW:**

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New Providence Media Group is a Frisco-based marketing company that provides affordable print and website design, website development, and website management solutions to help individuals grow and expand their businesses.

**RESPONSIBILITIES/DUTIES:**

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- Take art direction to design marketing materials and websites that accurately reflect an organization's goals, objectives and identity.
  - Follow strategic direction for print and online projects, (including logos, business cards, posters, flyers, web graphics and animated banner ads) from concept to implementation, using design software and authoring tools such as Illustrator, Photoshop, InDesign, Flash, and Dreamweaver.
  - Maintain and update page content and layout within existing websites.
  - Maintain knowledge with current web industry trends and web graphic techniques and standards.
  - Conference with clients when necessary to resolve issues.
  - Reconcile client accounts and coordinate billing.
  - Answer the telephone.

**DESIRED KNOWLEDGE/SKILLS:**

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- Advanced skills working with Macromedia Dreamweaver 8, and Adobe Photoshop, Illustrator, InDesign, and Flash CS3 on a PC platform.
  - Working knowledge of HTML, JavaScript, CSS and Server Side Include (SSI) files. (Some familiarity with programming languages, like ASP, CF, PHP & XML is helpful.)
  - An understanding of internet design issues (browser usability, cross-platform compatibility, color and quick loading of images, etc.).
  - Familiarity with standard concepts, practices, and procedures within the web design field.
  - A traditional web design background is preferred.
  - Working knowledge of QuickBooks Pro 2008.
  - Ability to self-manage multiple projects simultaneously.
  - Professional oral and written communication skills.

**EXPERIENCE AND QUALIFICATIONS/EDUCATION REQUIRED:**

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- 4-year degree in Graphic Design or related field.
  - 1-2 years intensive web design experience.
  - Working knowledge of QuickBooks Pro 2008.

Interested applicants should email their resume and a portfolio of NO MORE THAN 10 (ten) pieces of original work to [info@newpmsg.com](mailto:info@newpmsg.com). If available, the URL to an online portfolio is preferred in lieu of the requested 10 pieces.