

Graphic Designer Job Description

Company: Hubbell, Roth & Clark, Inc.

Location: Bloomfield Hills, Michigan

Field: Part-time Graphic Design

Job Functions: Visual Design Publishing, Marketing, Public Relations, Web Design

Description

Hubbell, Roth & Clark, Inc. (HRC) is a consulting engineering firm that has been in business for nearly 100 years. Our primary focus is providing engineering services to the municipal markets in Michigan and surrounding states. In addition, we provide industrial, environmental and private site development engineering services for clients and universities throughout the United States. We have offices in Bloomfield Hills, Detroit, Howell, Mt. Clemens, Grand Rapids, Delhi and Petoskey, Michigan.

About the Position

We are currently seeking a part-time graphic designer to assist increasing the visual appeal of the engineering work product. This position might require up to 20 hours per week, or as needed. A majority of the design work could be accomplished from the applicant's home; however, regular visits to our offices will be required (primarily Bloomfield Hills). This part-time position may turn into a full-time position depending on performance, work load and benefits received.

Responsibilities

- ✓ Distinguishing HRC from other competitors, giving HRC a competitive edge via our visual presentations.
- ✓ Create and design both print and web information.
- ✓ Utilizing graphic design skills to enhance charts, tables, etc. for use in engineering reports & studies.
- ✓ Create newspaper and trade magazine advertisements.
- ✓ Assist in the visual enhancement of project display boards.
- ✓ Enhance the visual appearance and appeal of marketing materials.
- ✓ Create Trade show materials
- ✓ Work with outside printing firms from concept to proof thru final publication.

- ✓ Develop customized PowerPoint layouts/backgrounds for firm-wide and department use.
- ✓ Assist with the graphics of PowerPoint presentations for meetings and proposals.
- ✓ Assist engineers in developing renderings to visually convey the concepts of the proposed work product.

Requirements & Qualifications

- ✓ Evidence of creative skills; ideas turned into unique images and pictures.
- ✓ BA in graphic design is preferred, but not required.
- ✓ Minimum 2-5 years experience in graphic design. Civil engineering field experience a plus.
- ✓ Demonstrated proficiency with Microsoft Office Products (Excel, PowerPoint, Word).
- ✓ PC based proficiency with InDesign, Adobe Creative Suite and strong typography skills.
- ✓ Ability to work as a team and provide substantive consultation on the graphic imagery of the engineering work product.
- ✓ Ability to take initiative and prioritize tasks; excellent time-management, problem-prevention and problem-solving skills.
- ✓ Ability to time line projects, follow through and meet deadlines while coordinating several current and long-range projects simultaneously.
- ✓ Experience in working with outside printing firms and other vendors from concept to proof thru final publication.
- ✓ Expertise with creating web pages using HTML, ASP or similar.

Apply via email

employment@hrc-engr.com

Submission Details

Please submit your resume and cover letter along with an electronic portfolio to: employment@hrc-engr.com

Compensation commensurate with experience.