

## **Graphic Artist**

(Submit Resume to [resumes@iss-inc.net](mailto:resumes@iss-inc.net))

### **Position Summary:**

Small Information Technology and Graphics Company seeks full-time entry level Graphics Artist. This position contributes by assisting the Senior Graphics Artists in developing the design, layout, and production of brochures, pamphlets, briefings, posters, displays, organization charts and other materials.

### **General Responsibilities:**

- Assist Senior Graphic Artist
- Provide user support of conference room equipment
  - o Maintain equipment
  - o Support end-users in setting up meetings
- Video Teleconferencing Support (VTC) which includes scheduling, supporting users with equipment, initiating video calls and sitting in on meetings operating equipment.
- Printers
  - o Maintain consumable inventory (toners, drums, image kits, etc.)
  - o Maintain printers
    - Install toner, drums, image kits
  - o Resolve paper jams and troubleshoot printer issues
  - o Setup printers on users machines
- Hardware Inventory management
- Assisting in ad hoc projects, assignments and responsibilities as necessary

### **Qualifications:**

- Good people skills with cheerful, helpful, service oriented attitude
- Extensive knowledge of Adobe Photoshop, Microsoft Office 2007
- Excellent email and phone etiquette and customer service skills
- Applicants selected will be subject to a security investigation and may need to meet eligibility requirements for access to classified information; Secret clearance is required.
- Must be a US Citizen

### **Benefits**

Medical, Dental, and Simple IRA

Local Applicants Only

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