

# GRAPHIC DESIGNER

Empire Comfort Systems  
Belleville, IL

We are seeking a full-time Graphic Designer to join the Marketing Team in Belleville, IL. The ideal candidate is able to collaborate with others, be self-motivated, and detail oriented. The Graphic Designer will work closely with many departments in order to complete projects. This position reports to the Marketing Manager.

## Responsibilities

- Provide graphic and video elements for print, web, trade shows
- Manage advertising programs – plan, budget, and execute media buy
  - Includes Empire brands and sister companies (as needed)
- Manage printed literature programs
  - Including monitoring usage and forecasting purchases for outside printing
- Design Brochures, Ads, P.O.P., and other materials in support of sales programs
- Participate in designing trade show and showroom aesthetic and lay out
- Assist in writing the content for websites and brochures, internal company newsletter and press releases/product profiles for trade publications
- Monitor web pages for design and aesthetic issues
- Plan and execute internal and external photo shoots, video shoots, and voice overs
  - Purchase photos and videos as needed
- Maintain digital photo files
- Create standard work and train CSRs, Tech Services, and Sales force to handle requests for photos and lit
- Serve as liaison with print vendors
- Maintain brand differentiation in advertising and literature
  - Including logo usage, graphics standards, and distinct photo libraries
- Participate in cross-functional teams for
  - New Product Development (including Product Design Reviews)
  - Trade shows – themes and graphics
  - Branding

## Skills/Qualifications

- Fine Arts degree or 3+ years related experience
- Attention to detail and organization is a must
- Excellent customer service skills
- Proven ability to hit deadlines consistently and with accuracy
- Ability to work in a fast paced, high demand environment
- Proficient in Microsoft Office Suite
- Creative mindset



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## Benefits

- Health/vision/dental
- 401K Plan
- Life insurance
- 10 scheduled holidays
- Paid time off

## How to Apply

Send a resume and cover letter to [jobs@empirecomfort.com](mailto:jobs@empirecomfort.com). Please include “Graphic Designer” in the email subject line.

