

JOB POSTING

GRAPHIC DESIGNER

ENTRY TO MID-LEVEL

DATED OCTOBER 22, 2025

We are currently seeking to add another Entry to Mid-Level Graphic Designer to our team. We are looking for long-term employment, in a fast-paced exciting work environment. This position can provide the applicant with more opportunities as our company continues to grow.

Key Responsibilities:

- Ensure the best possible customer experience is provided
- Work directly with the customer, sales team and production team
- Provide customers with artwork/proofs to their requirements
- Return calls & emails with efficient responses in a timely manner
- Operation of various printers, vinyl cutters and other equipment
- Provide printed and cut material and files to the production team

Key Qualifications:

- Effective written and verbal communication skills
- Detail-oriented with keen eye for details
- Positive attitude in a fast-paced environment
- Team player who can work independently
- A portfolio of previous works or school projects is required

This position is offered for part-time 16-24 hours or full-time status 24-40 hours per week. Flexible scheduling is available for the right candidate, including “school hours.” This position is in our Gales Ferry (Job Lot Plaza) location.

Candidates must be extremely proficient with:

- Customer service and have strong communication skills
- Basic computer skills, including typing and using email
- Microsoft Office programs – Word, Excel, Outlook, Teams
- Adobe Suite programs – Illustrator and Photoshop
- Organization

Candidates will continuously interact with customers from pre-order all the way through completed orders, assisting and providing updates as needed and following up post order.

You will be expected to:

- Always represent the core values of Thirty
- Have a strong understanding of our products and services
- Have a strong understanding of our production processes
- Be able to independently work on timeline schedule
- Be able to provide production team with prints in a timely manner
- Be able to provide artwork to customers in a timely manner
- Ensure customer deadlines are met
- Provide daily summary to management
- Provide summaries and updates during weekly meetings

Candidates must have strong people skills. Positive interaction with our customers and fellow team members is a must.

Candidates will also interact heavily with management, production team, sales team and other customer service team members. The ability to work well with others in a team environment and clearly communicate orders and customer requests is a must. From time to time, you may assist the production team with light duties, this is based on job volume.

Candidates must be able to provide all graphic tasks properly following company guidelines, properly print and cut graphics for orders and perform other computer tasks properly; attention to detail is required. Candidates must be able to learn and maintain a strong understanding of our products, services and production methods. Training in these various tasks, as well as learning about our line of products and services, will be provided.

We offer flexible scheduling, paid time off, paid holidays, employee discounts, free parking, a company coffee mug & t-shirt as well as no weekends and major holidays. We also offer competitive pay and the opportunity to earn bonuses when meeting and exceeding company and individual goals.

Experience in sales is preferred. Experience in the apparel, sign and promotional products industry a plus. Pay based on experience. Starting \$20-\$24 per hour.

To apply please complete the Thirty Marketing Employment Application, on our website under employment. Email completed applications to KBlais@ThirtyMarketing.com or drop off your completed application at our office.