



Graphic Designer

Company Name [Residential Warranty Services, Inc.](#) Company Location [Carmel, IN, US](#)

Posted Date Posted 2 weeks ago Number of views 103 views

Graphic Designer at Residential Warranty Services, Inc.

Job

- 24 applicants
- Entry level

Company

- 51-200 employees
- Carmel, IN

JOB DESCRIPTION

Our company's growth means we need to add one more great person to the design team. This team member will be responsible for creating websites, marketing materials, video content, and print and web media for the home inspection and real estate industry. He or she will help build our brand by creating engaging material tailored to our general audience as well as to specific niches. It will help if this artist has a tech side - we print in-house using a Konika-Minolta AccurioPress - and strong writing skills, as well as a willingness to develop excellent, in-depth knowledge of company products and programs and our clients' unique needs. If this sounds like you, and you can translate a concept into reality, please apply!

Essential Functions And Duties And Responsibilities

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Promote Brand Standards
- Design and build websites.
- Prepare illustrations or rough sketches of material, discussing them with clients or supervisors and making necessary changes.
- Confer with clients to discuss and determine layout design.
- Develop graphics and layouts for product illustrations, company logos, and business cards.
- Determine size and arrangement of illustrative material and copy, and select style and size of type.
- Review final layouts and suggest improvements as needed.

- Confer with the Marketing Manager to prepare final layouts for printing.
- Maintain archive of images, photos, or previous work products.
- Use standard design software to generate new images.

Competencies

- **Design** - the individual turns imagination into art into product.
- **Problem solving**—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- **Interpersonal Skills**—the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
- **Oral communication**—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- **Written Communication**—the individual edits work for spelling and grammar, presents numerical data effectively and is able to read and interpret written information.
- **Planning/organizing**—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- **Quality control**—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- **Adaptability**—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- **Dependability**—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- **Business Acumen**—the ability to understand and apply information with which to contribute to the organization's strategic plan.
- **Critical Evaluation**—the ability to interpret information with which to make business decisions and recommendations.
- **Leadership**—the ability to direct and contribute to initiatives and processes within the organization.
- **Decision Making**— the thought process of selecting a logical choice from the available options.
- **Customer/Client Focus**— the orientation of an organization toward serving its clients' needs.
- **Project Management**— the body of knowledge concerned with principles, techniques, and tools used in planning, control, monitoring, and review of projects.
- **Teamwork**— the process of working collaboratively with a group of people in order to achieve a goal.
- **Time Management**— the individual demonstrates a systematic, priority-based structuring of time allocation and distribution among competing demands.

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds. Specific

vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Position Type And Expected Hours Of Work

This is a full-time position. Days and hours of work are Monday through Friday, 9:00 a.m. to 5:00 p.m., with occasional weekends possible.

Travel

No travel is expected for this position.

Knowledge And Skills

- Ability to communicate with clients, customers, co-workers, and consultants by phone, in person, or through correspondence.
- Possess a thorough understanding of all applicable policies and procedures.
- Possess a willingness to learn.
- Ability to perform duties with minimal direction.
- Requires effective oral and written communication skills, excellent interpersonal skills, and computer literacy.
- E-Commerce Experience.
- Mac OS Experience.
- Knowledge of Adobe Creative suite, emphasis on Adobe Illustration, Photoshop, and InDesign.

Performance Standards

- Create and deliver outstanding designs.
- Maintain regular work schedule.
- Maintain good rapport with clients and customers.
- Maintain good communication with co-workers.
- Maintain good communication with management.
- Perform job with a minimum number of errors.

Education And Work Experience

- High School Diploma or GED.
- Bachelors or Associates degree in design, fine arts, or marketing.
- Experience in marketing, graphic design, web design, photography and video creation/editing, or related discipline.
- Any similar combination of education and experience.

Company Statement

At Residential Warranty Services, we strive to build a diverse work force through equal opportunity employment that embraces and leverages the differences each individual has to offer. This job description is only a summary of the typical functions of the job and not intended to be an exhaustive list of all job responsibilities, tasks and duties.

Equal Opportunity Employer

M/F/D/V

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Residential Warranty Services, Inc. ("RWS") has been a part of the real estate community since 1988. The company has three divisions: RWS Warranty (which offers warranties to homeowners nationwide), Inspector Services Group (offering goods and services to home inspectors in the U.S. and Canada), and InspectorLab (an industry leader in environmental sampling, with top-ranked analysis quality and response times for our valued clients).

Mission Statement

We make the buying and selling of Real Estate easier, more efficient and, within the transaction, reduce or limit the liability for any and all parties.

Company Statement

At Residential Warranty Services, Inc., we strive to build a diverse work force through equal opportunity employment that embraces and leverages the differences each individual has to offer.

Residential Warranty Services, Inc. is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.

Seniority Level

Entry level

Industry

- Construction
- Insurance
- Real Estate

Employment Type

Full-time

Job Functions

- Design
- Art/Creative
- Information Technology

Estimated salary

For Graphic Designer in Carmel, IN, US at Residential Warranty Services, Inc.

- **Base salary**
\$41,000/yr
Range: \$28K to \$60K
Range: \$28K – \$60K
- **Total compensation**
\$41,100/yr
Range: \$28K to \$62K
Range: \$28K – \$62K



About us

Residential Warranty Services, Inc. ("RWS") has been a part of the real estate community since 1988. There are has two divisions of Residential Warranty Services- the first division is RWS Warranty, which offers home warranties nationwide, supplying a service plan that is advantageous to both buyers and sellers, while keeping policies simple and straight forward. The second division is Inspector Services Group ("ISG"), which offers services to Home Inspectors nationwide and in Canada, helping Home Inspectors to provide a better home inspection, decrease liabilities, and increase home inspection values with a menu of optional add-on services. Mission: We make the buying and selling of Real Estate easier, more efficient and, within the transaction, we reduce or limit the liability for any and all parties. For additional information about the Company, please feel free to visit our website at www.residentialwarrantyservices.com and www.inspectorservicesgroup.com. We can also be found on Facebook under Residential Warranty Services and RWS Inspector Services Group.