

Do you love seeing your work being used in real life by large companies? Do you enjoy the challenge of using Photoshop to make something look realistic? Does the thought of making an impact on a customer's success excite you?

If you're skilled with Adobe Creative Cloud apps, especially InDesign, PhotoShop and Illustrator, and you are interested in joining a fast-growing, successful organization, please apply.

Must have an eye for detail, be highly organized, and work quickly to get through orders and requests in an efficient manner.

Position Overview:

The Production Graphics Coordinator will be a member of the Marketing team and will prepare graphics for customer order production in collaboration with the Customer Service and Production teams with the goal of excellent customer satisfaction and exceeding customer expectations. The Production Graphics Coordinator will also coordinate graphics for the marketing department.

Essential Functions and Responsibilities:

- Create accurate paper/electronic customer proofs for orders
- Create virtual samples (electronic) for sales, marketing and customer requests
- Produce films to be used for production of screen-printed orders
- Create files to be used for production of laser engraved and pad printed orders
- Working together with the Customer Service Expeditor, ensure timely production of proofs, films, files, etc. to meet order ship dates
- Provide recommendations for customer art adjustments to provide the best possible imprint
- Collaborate with Production to understand and remain updated on capabilities
- Coordinate marketing projects which include, but are not limited to: email database administration, email promotions and services, and customer-specific flyers/promotions
- Develop and maintain a product image library for marketing to include images properly formatted for "virtual samples", high resolution images, web images, environmental images, etc.

Job Type: Full-time

Job Location: Dallas, TX

Required education: Associate Degree required, Bachelor degree preferred

Required experience: 2-3 years of design experience required. Demonstrated proficiency in PhotoShop and Adobe Creative Cloud required. Experience in the promotional products industry preferred

About Riteline LLC Riteline LLC is a growing supplier of writing instruments, serving the advertising specialty industry. It is the policy of Riteline LLC to provide products that meet or exceed our customers' expectations in regards to quality.

Riteline LLC is an Equal Opportunity Employer (EOE)