



Graphic Artist

Platinum's graphic artists are an integral part of the marketing team and are responsible for developing and designing electronic and printed communication pieces that include internal newsletters, event promotion and support pieces, flyers, sales support materials and videos.

Our graphic artists are creative, detail-oriented and thrive in a fast-paced, ever-changing work environment. The ideal candidate will have educational experience or significant professional experience with Adobe Creative Suite (Photoshop, InDesign) and experience or a strong desire to learn video editing using Adobe Premiere. You will have an exciting opportunity to create different marketing and product pieces in a fast-paced, dynamic environment for management, customers and sales representatives.

PRIMARY RESPONSIBILITIES:

- Use computer software to design layouts for communication, recruiting, promotion, marketing, training and branding collateral
- Produce, update and track company materials through all phases of production
- Find and edit stock graphics as needed
- Manage file preparations efficiently and maintain detailed production records
- Video shooting and editing
- Prepare materials for print or other means of final production
- Meet with other departments to determine project needs
- Incorporate changes into materials as requested

JOB REQUIREMENTS:

- Associate's degree, or equivalent experience in Graphic Design
- Proficiency in Adobe Creative Suite applications
- Basic knowledge of Microsoft Office applications

- Excellent organization and time-management skills
- A positive attitude and flexibility to function in a fast-paced, nimble business environment

BENEFITS:

- Excellent compensation and benefits package, including health, dental and vision insurance and retirement plan with employer matching
- Ongoing career development and resources provided to help you achieve your personal and professional goals
- Paid vacation and holidays
- Employee health and wellness program that includes on-site fitness center with free personal training
- Casual dress
- Typical workweek: Monday–Thursday 8 a.m.–5 p.m.; Friday 8 a.m.–3 p.m.
- Beautifully renovated office facilities on Dubuque’s thriving, historic Main St.

Equal Opportunity Employer:

Platinum Supplemental Insurance is committed to providing equal employment opportunities (EOE) to all employees and applicants for employment without regard to race, color, gender, religion, sexual orientation, national origin, age, disability, marital status, amnesty or veteran status.

How to Apply:

Visit pltnm.com/careers/corporate-jobs, click the green Apply Now button and complete our online application. Please attach your resume.