



Building Excellence

Graphic Designer

Miron Construction Co., Inc. - Neenah Office

DEPARTMENT:	Marketing / Business Development
JOB STATUS:	Full-time
FLSA STATUS:	Exempt
REPORTS TO:	Vice President, Marketing and Communications
POSITIONS SUPERVISED:	None
TRAVEL REQUIRED:	0-5%
WORK SCHEDULE:	Day Shift

SUCCESS:

At the heart of Miron Construction Co., Inc., is our ability to cultivate and maintain long-term relationships with our clients. The keys to Miron's success in this arena include:

- *Making a personal connection with the client, based on their drivers and goals*
- *Having a clear understanding of client expectations and consistently attempting to exceed them*
- *Producing a quality, long-lasting product*
- *Elevating the people we work with and creating a team atmosphere*
- *Making a fair profit in an ethical manner*

Detailed below are Miron's expectations of the Graphic Designer role and how this position contributes to Miron's success.

POSITION SUMMARY:

Responsible for developing creative solutions to fit the needs of Miron's internal and external clients while creating compelling and innovative designs. Projects include a variety of print and digital collateral packages, web design, advertisements, email campaigns, brochures and case studies, event materials (invites, banners, etc.), three-dimensional displays, photography, some video production, and the development of other miscellaneous marketing and communication materials. Must be able to manage each project from concept to completion while coordinating with external vendors to provide a positive return on investment along with timely, cost-effective, and quality results.

This individual should exhibit an artistic sensibility, technical skill, and problem-solving ability, as well as have the capacity to work both independently and in a collaborative team environment, where strong communication and organizational skills are imperative. Candidate must have up-to-date knowledge of industry software and be able to react to changing industry trends.

ESSENTIAL FUNCTIONS:

Miron's Graphic Designer will communicate with clients to understand project goals, conduct design research, develop design briefs, provide creative direction, and ultimately produce the desired deliverables.

POSITION QUALIFICATIONS:

Three to five years of experience. Must possess a Bachelor or Associate degree in graphic design, marketing, or a related field.

A portfolio (digital is preferred) showcasing both professional and student work highlighting creativity and range of experience.

SKILLS AND ABILITIES:

Computer skills:

Must have extensive experience using the Adobe Creative Cloud applications (specifically InDesign, Illustrator, and Photoshop) as well as Adobe Stock and Adobe Fonts. This position also requires working knowledge of Microsoft Office Suite (experience with Office 365 is a plus). Experience working with project management systems, online software (e.g., MailChimp, WordPress, Eventbrite), and social media platforms, as well as a high level of interest in exploring and understanding new technology will benefit the individual who takes this role. This is a Mac-based position within a PC environment.

Other Requirements:

- Must obtain LEED Green Associate accreditation within one year of hire.
- Must complete OSHA 10 Hour safety training within one year of hire.

PHYSICAL DEMANDS:

See below.

WORK ENVIRONMENT:

Primarily an office environment, with periodic visits to construction-related sites.

NOTE:

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform as the Company may deem appropriate.

I have carefully read the contents of this job description. I understand the responsibilities, requirements, and duties expected of me.

Employee Signature

Date

Executive Committee Member Signature

Date

Miron Construction Co., Inc. is an Equal Opportunity Employer.

ADA PHYSICAL DEMANDS DOCUMENTATION CHECK OFF LIST

Documenting Physical Demands in a job description ensures ADA compliance.
This form should be maintained in your Department file.

PHYSICAL DEMANDS:

Be sure to specify significant Physical Demands in the job requirements section of the job description. Be certain that lifting weights, physical activities and/or strength, mobility, and agility required to perform the job effectively are included when it is important to perform an essential duty. Clarify how much on-the-job time is spent on the physical activities such as standing, walking, sitting, using hand to finger, handle, or feel; reaching with hands and arms; climbing or balancing; stooping, kneeling, crouching, or crawling; talking or hearing; and tasting or smelling. Use the chart below to develop your description of physical demands.

How much on-the-job time is spent on the following physical activities? Show the time by checking the appropriate boxes.

	Amount of Time			
	None	<i>Under</i> 1/3	<i>To</i> 2/3	<i>Over</i> 2/3
Stand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Use hands to finger, handle, or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Taste or smell	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(i.e., position requires standing 1/3 of the time.)

Does this job require that weight be lifted, or force be exerted? If so, how much and how often? Check the appropriate boxes.

	Amount of Time			
	None	<i>Under</i> 1/3	<i>To</i> 2/3	<i>Over</i> 2/3
Up to 10 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(i.e., position requires lifting 1/3 of the time up to 10 pounds.)

Does this job have any special vision requirements? Check all that apply.

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)

- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- No special vision requirements

Specify below the essential job duties that require the physical demands indicated above.

Office environment that requires a great deal of computer work.

Any special physical demands should be clearly communicated to any applicants applying for this position and all employees occupying this position.