

Job Title: Graphic Art Specialist

Location: Tacoma Trophy

Job Summary:

We're seeking a reliable, creative, and detail-oriented individual to join our team as a Graphic Art and Design Specialist. In this role, you'll set up in-house production files for engraving and printing, convert art files to vector art and create art files for engraving, printing & promotional product orders following design templates.

Key Responsibilities:

- Use CorelDRAW to design and prep artwork
- Set up files for engraving, printing, and promotional product production, including highly detailed challenge coins
- Monitor and respond to order-related email inquiries promptly
- Support team members and adapt to shifting daily priorities as needed

Requirements:

- Proficient in graphic design software
- Comfortable measuring and working with design templates and production specs
- Excellent time management, accuracy, and attention to detail
- Willingness to learn and grow with changes in industry products and tech
- Dependable, trustworthy, and easy to work with
- Military familiarity and knowledge of award formatting a plus

The demands of this position require maturity and an inherent interest to play a vital role in a growing, family-owned and operated business. Our ideal candidate will make the most of this opportunity and find ways to develop and expand this role to become an integral member of our team.

Pay & Benefits:

Pay range: \$17.13/hour - \$23.00/hour

All employees are eligible for commission pay, bonus pay, and annual wage increases of up to \$2 per hour.

Benefits include:

- Vacation Leave (15 hours minimum + accrued hours)
- Sick leave (1 hour accrued per 40 hours worked)
- Health/Dental/Vision/Life insurance (company pays 50% - 100% depending on coverage selected)
- Supplemental (Aflac) insurance (company pays 100% of one Accident policy)
- Annual Regional Transit Pass (ORCA card)
- Four paid holidays