

Registration Information

Order No.	3954593
Agency Name	Graphic Garage
Job Title	Work from home Graphic designer/ Administrative Assistant
Job Description (including hours and responsibilities)	<p>We are seeking a self-starter, diligent and responsible administrative coordinator to join the team who is able to work both from office/ home. Hours are approx 30 per wk. Salary depends upon experience. We do not offer medical. Must be phone savvy as you will be dealing with owners of large companies. This is a great job for a graphic design student or fashion lover. You'd help fill online orders for rad fashion accessories. Help make newsletters, can show you how if don't know. Can be a 1-3 day a week job. Would be amazing if you can also do personal assisting tasks. Will have to manage some customer issue emails so customer service experience is a plus</p> <p>Responsibilities include Creating digital content (graphic design), Digital marketing, Managing websites and social media platforms, Answering phones, maintaining databases, and related administrative duties as assigned</p> <p>Requirements: Detail oriented Responsible Self starter Creative individual with high communication skills, Able to meet deadlines. Experience MS Office Adobe Photoshop Adobe illustrator (graphic design skills)</p> <p>We're looking for an imaginative/creative individual who is able to conceptualize the needs of the company to create aesthetic contents needed for websites and social media platforms. If you are interested, please respond with your resume.</p>
Job Location	Waco, TX

Application Contact Name	Dave Smith
Phone	(254) 235-1111
Email	helpdesk@creativeideasinc.org