

GRAPHICS ARTIST

(Houston, TX)

PreCash is one of the fastest growing companies in Houston, processing in excess of \$1 billion transactions annually through its 30,000 retailers. Having built the industry's leading payment network that is fast, accurate and bulletproof, PreCash has been recognized in top 50 of Inc. Magazine and Deloitte Technology "500 Lists", and is a 3 time Houston Business Journal "Top 50 Fastest Growing Technology Companies".

Founded in 1998, PreCash offers an innovative suite of electronic payments products and services to our nationwide partners in telecommunications, retail and financial services industries, with the vision of providing payment options and opportunities not served by the traditional credit and debit card models.

We offer an excellent working environment, challenging business objectives, competitive compensation, 401K and great benefits package, PreCash is one of the best companies to work for in Houston.

If you are looking for a fulfilling opportunity with a growing company, we invite you to explore PreCash

GENERAL JOB DESCRIPTION

The Graphics Artist is responsible for the design, maintenance and cataloguing of marketing collateral and other print and electronic media in support of the cash payments and prepaid debit lines of business. The employee performs pre-press production support and provides general marketing communications project support as needed. Position interacts with internal clients (operations, product, sales, and owners of direct to consumer channels) and external vendors as needed to perform duties. This position reports to the Manager of Marketing Communications. Position requires proficiency in graphics design for print and electronic media and proficiency in preparing graphic files for print and web production. Candidate will demonstrate a basic understanding of marketing, communications and advertising concepts.

JOB RESPONSIBILITIES

- Design of print and electronic media, including advertisements, brochures and collateral, web sites and banner ads, email graphics, internal presentations and more.
- Maintenance and distribution of existing marketing collateral
- Cataloguing of all print and electronic collateral and media
- Provide support to sales and relationship managers in preparation for client meetings and proposals
- Manage multiple projects involving multiple internal clients
- Assist in trade show participation and assistance in the coordination of conference efforts and related deadlines, including promotional items inventory and design of related materials
- Assist with development of graphics and materials for company awards submissions and

industry lists

- Provide graphics support to sales and relationship managers in preparation for client meetings
- Assistance with marketing communication project planning and execution
- Assistance preparing financial reports, advertisements, articles, and other media
- Assistance in keeping the company's websites current
- Management of vendors and suppliers as required to perform the above activities
- Provide weekly updates to manager to ensure priorities are set and deadlines are being met

REQUIRED QUALIFICATIONS

- Bachelor's degree preferred and two to five+ years of work experience in graphics design in support of a marketing communications function
- Proficiency with Adobe Creative Suite, Macromedia Dreamweaver
- Intermediate experience using Flash and Quark
- Basic working knowledge of HTML
- Understanding of pre-press production process and press check
- Strong organizational, project management skills
- Ability to translate complex ideas into simple, comprehensive graphics
- Ability to multi-task and produce results in a fast-paced, dynamic environment
- Capability to work with associates at all levels
- Ability to work independently and as a team member
- Some programming experience, or knowledge of working with programmers to translate graphics to HTML
- Experience developing and/or executing a basic tactical communication plan
- Written communication skills or copywriting experience a plus
- Ability to learn multiple products and become knowledgeable of underlying infrastructure