



<b>Job Title:</b>	Production Artist	<b>Exemption Status:</b>	Non-exempt/hourly
<b>Department:</b>	Sales & Marketing	<b>Position Level:</b>	Staff
<b>Reports To:</b>	Marketing Coordinator	<b>Travel Required:</b>	Minimal--Up to 10%
<b>Position Status:</b>	Full-Time	<b>Location of Job:</b>	Windsor

---

### Job Summary

Support the Marketing department by assisting in its primary and administrative duties. Assist with communications and marketing materials that effectively represent the company's products and services to customers. Adhere to and promote company values by performing duties in a manner that is consistent with being a team player and supports the continued profitable growth of the company. This position is a full-time temporary position needed until December 2019.

### Key Departmental Responsibilities

- Complete daily administrative tasks to ensure the functionality and coordination of the department's activities.
- Receive work assignments based on current needs for communications and marketing.
- Work closely with the Marketing Coordinator to ensure accurate, creative and on-strategy concepts that align to corporate brand. Projects to include technical bulletins, new product announcements, brochures, newsletters, ads, product promotions, press releases and PowerPoint presentations.
- Proofing - ensure consistency in writing standards throughout all marketing materials; includes accuracy of spelling, grammar and punctuation.
- Assist with photography
- Assist in the planning and development of sales materials for events and tradeshows.
- Maintain Marketing e-mail distribution lists.
- Maintain accurate records and organization of marketing material inventory.
- Update Marketing SharePoint sites with current materials.
- Operates in conformance with the requirements of the quality management system.
- Provides feedback on system needs/changes.
- Performs other related duties, assignments, and projects as required.
- Assists other employees both in and out of the department.

### Performance Factors

All Diesel Forward employees shall exhibit the following:

1. **Attendance and dependability:** The employee can be depended on to report to work at the scheduled time and is seldom absent from work. Employee can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious, about assignments.
2. **Communication/listening:** The employee communicates effectively and appropriately. Uses good judgment as to what to communicate to whom as well as the best way to get that accomplished. Listens to others and allows them to make their point.
3. **Relationships with others:** The employee works effectively and relates well with others including superiors, coworkers, and individuals inside and outside the company. The employee exhibits a professional manner in dealing with others and works to maintain constructive working relationships.

4. **Safety and security:** The employee actively promotes and personally observes safety and security procedures, and uses equipment and materials properly.
5. **Quality and continuous improvement:** The employee promotes organizational effectiveness by anticipating and dealing with problems. Encourages others to suggest improvements to work processes, and persistently focuses on quality, as well as on results. Seeks ways to improve productivity and effectiveness by identifying sources of mistakes and determining or suggesting a course of action to prevent their recurrence.
6. **Teamwork:** The employee is a team player who contributes valuable ideas, opinions and feedback. Communicates openly and honestly and can be counted on to fulfill commitments made to others.

### Skills & Qualifications

Post-secondary education in Communications, Business or other related areas desired. Related work experience required. Excellent writing, editing, grammar, and verbal communication skills. Outstanding relationship-building and team-building skills. Customer service, research, and investigative skills. Ability to multi-task in a high-energy, fast-paced environment. Deadline-focused. Proficient with software required to meet job expectations, specifically knowledge of MS Office (Word, Outlook, PowerPoint, Excel, and Visio), publishing/layout software including Adobe Creative Suite.

### Revision History

Revision Level	Revision Date	Section #(s)	Description of Change
A	03/30/2012	---	Authored for ISO 9001:2008 compliance.
B	10/22/12	--	Updated duties and responsibilities.
C	9/11/18	--	Updated format, responsibilities, qualifications, and reporting relationship.