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# 募集要項

#### POSITION SUMMARY

This position involves creating beautiful, integrated, and effective designs and reporting directly to the Marketing Creative Director. The candidate should have a strong background in visual communication and graphic design, along with solid knowledge of execution and development in e-commerce and retail environments. They will also collaborate with different departments and individuals to clearly articulate marketing tactics.

## RESPONSIBILITIES

- Design, produce, and update printed and digital marketing collateral such as brochures, banners, graphics, signage, web graphics, web mockups, wireframes, landing page templates, event booth graphics, and materials.
- Apply industry best practices to assignments and follow brand guidelines to keep all marketing consistent across multiple platforms such as websites, events, emails, and advertising.

• Identify and educate yourself on important industry themes and topics.

- Create and implement compelling, impactful headlines and calls-to-action into designs.
- Lead the marketing team in design projects and collaborate cross-functionally with the e-commerce and logistics teams to achieve goals and meet deadlines.
- Translate business and marketing objectives into clear, compelling, and visually engaging designs.
- Create designs for the "Cases for Causes" program and new cases.

### **Digital Responsibilities:**

- Produce ongoing mockups and wireframes for e-commerce and implement landing pages per marketing campaigns and web improvements.
- Manage the collections dashboard and implement necessary new collections digital assets onto the site.
- Execute, produce, and schedule ongoing email designs for email marketing using the Mailchimp platform.
- Edit and produce copywriting for all design aspects, ensuring quality, consistency, clarity, brevity, accuracy, and readability, especially for e-commerce and digital.
- Support the e-commerce team in color swatch creations and provide continual feedback on bug fixes.
- Proactively suggest improvements and implement necessary changes on e-commerce.
- Design and optimize web pages per device, copywriting for web pages, bug fixes, process improvement, maintaining collection assets/pages, and product naming.
- · Connect online with in-store experiences.
- Track the effectiveness of website speed, bounce rate, and SEO.
- Ensure on-time delivery of landing pages with mockups and assets.
- Manage the collections dashboard.
- Lead design for email marketing, copywriting for subject lines and body, testing emails, A-B testing, coding/designing templates, and utilizing store management excel documents for featured frames.
- · Manage and report on email marketing analysis.
- · Manage and report on top page analysis for bounce rate.

#### Store/Print Responsibilities:

- Proactively and consistently find improvements and process efficiencies for all marketing campaigns and store collateral to ensure a great and consistent customer experience between store and e-commerce.
- Design, implement, and assist in shipping all store marketing collateral, including signage, POPs, and VMD.
- Create and implement storefront-facing collateral, including storefront posters and window display designs.
- Design ongoing coupons for field marketing events and campaigns, including influencer marketing.
- Design barricade and store collateral for any new store openings.
- Assist with the "Store Happiness" initiative by creating staff and HQ t-shirts bi-annually, annual birthday events, and internal team events as needed.
- Perform POP "audits" for all stores at least once per quarter to ensure all marketing aligns with current messaging.
- Ensure all stores maintain the same look/feel and cleanliness, including VMDs, store fixtures, and storefront posters.
- Complete email marketing tasks.
- Oversee printing and shipment of marketing collateral to all stores.

• Ensure campaigns stay under budget for print.

- Help initiate new store marketing launch campaigns and prepare store briefings for store operations on any designrelated items.
- Collaborate with the logistics department on recurring print items.
- Improve customer processes via POPs and collateral.
- Manage project planning efficiently using Asana (assign tasks, meet deadlines, provide updates to stakeholders if timelines change).

### Other Responsibilities:

- · Seek constant improvement and more efficient, cost-effective work processes.
- Perform special projects and other miscellaneous duties as assigned by management.
- Maintain high ethical standards in the workplace.
- Report all irregular issues and problems to management for solutions.
- Maintain good communication with management, office staff, and outside contacts.
- Comply with all company policies and procedures.
- Maintain a clean and safe working area.

#### QUALIFICATIONS

- Degree in Graphic Design or related field (Prefered)
- More than 5 years of graphic design work and experience.

### REQUIREMENT SKILL

- HTML, Shopify, Adobe, Photoshop, CSS
- Fluent English

### KNOWLEDGE, SKILLS AND ABILITIES

- Proficiency in Adobe Creative Suite, expert knowledge of Photoshop.
- Knowledge of digital optimization across screen sizes and devices.
- Ability to present concepts and designs to stakeholders clearly and concisely and manage project feedback and flow.
- Proven ability to work independently and manage multiple projects efficiently to meet deadlines.
- Experience with responsive websites, email, print, environmental (trade shows), and creative branding work.

#### **TRAVELING & DRIVING REQUIREMENTS**

- Domestic Travel: Yes, occasional
- Vehicle driving requirements: Automobile

WORK STYLE Hybrid work/ 4 days a week

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