

POSTION TITLE: Junior Designer

COMPANY: MERJE  
West Chester, PA  
www.merjedesign.com

MERJE is an environmental graphic design firm that focuses on wayfinding and signage projects. The firm pursues projects nationally for a variety of market sectors, including cities, parks/trails, public transit, higher education, corporate and hospitality. We work directly with clients, and as sub-consultants to architects, urban planners and interior designers.

DESCRIPTION: MERJE is seeking a detail oriented Junior Designer to assist in the production of RFP submittals, marketing materials and assistance with environmental graphic design projects. The position will report directly to the firm principals.

This is a full-time / in-studio position located in West Chester, PA.

CORE RESPONSIBILITIES:

- Coordinate and produce Request for Proposals / Qualifications submissions
- Website updates
- Create and maintain project / portfolio pages and staff resumes.
- Completes forms, client questionnaires, and qualifying statements (limited)
- Produce graphics and visuals necessary for proposals and presentations
- Identify and organize potential project teams (sub-consultants)
- Proposal production (copying, binding, trimming, shipping, etc.)
- General office admin: answer phones, shipping, etc.

ADDITIONAL RESPONSIBILITIES:

- Assist designers with wayfinding, signage and other graphic design projects
- Occasional travel

QUALIFICATIONS:

- Bachelors Degree in marketing, graphic design, communications, or related field.
- Graduate or 1- 3 years marketing coordination or graphic design experience
- Adobe Creative Suite (InDesign, Illustrator and Photoshop)
- WordPress
- Microsoft Office (PowerPoint, Word and Excel)
- Must have a strong attention to detail
- Excellent organization, communication, and leadership skills
- Excellent writing, editing, and proofreading skills.
- Project management skills and the ability to handle deadlines

APPLICATIONS: Please email resume and portfolio to [info@merjedesign.com](mailto:info@merjedesign.com).

MERJE is an equal opportunity employer.