



Graphic Artist / Sales Assistant

Job Position: Graphic Artist / Sales Assistant (State College, PA)

Description / Experience:

Resumes are being accepted for a Graphic Artist / Sales Assistant. This position involves assisting the sales department with proposals and promotional planning. This person must have good communications skills, computer skills including knowledge of word processing software, PowerPoint, Microsoft Excel spreadsheets, Adobe Creative Cloud, websites and databases. Website management will be an important part of this job. Switchboard assistance will also be required. An Associate's degree or equivalent experience is preferred.

Work Hours: 40 hours / week Monday-Friday

Salary: per experience

Openings: Yes. Resumes are currently being accepted

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