

70 Years of Building Value Into Building Products

ODL builds products that build value into your home. Designs for every taste, architectural style, and home décor. Products that bring the outdoors--natural light, fresh air--indoors. Ideas that change the game. Styles from classic to craftsman, old world to contemporary. Solutions for privacy or connection, small spaces, entryways or back porches. Decorative doorglass, transoms, sidelights, retractable screen doors, blinds between glass, severe weather doorglass, and much more.

ODL, Inc is looking for a Graphic Designer for its Retail/OEM Division in Gallatin, TN.

The ideal candidate for this position supports divisional and channel marketing needs by coordinating and producing marketing and communication materials. Researches, develops, edits, and produces marketing materials and produces graphics for brochures, merchandising aids, product displays, packaging, tradeshow.

Essential Job Functions:

- Brings insight and design direction to creative, graphic design and production work to assist marketing in the development of catalogs, brochures, custom literature, videos and advertisements, merchandising aids, displays, cartons, price lists and other communication tools for the division.
- Interacts with salespeople, marketing managers, and customers to collect and gather information necessary for graphic design.
- Conceptualizes graphics required and produces sample layouts for review and approval.
- Working closely with marketing and sales managers, researches, develops, edits, and produces marketing materials. Collects information, designs and lays out marketing materials, proof reads, sends out proofs for approval, and obtains quotes in order to ensure materials meet requirements.
- Works with channel manager to provide art direction for photography and videography.
- Coordinates projects. Ensures projects are on schedule and completed on time. Performs follow-up as needed.
- Utilizes Digital Asset Management (DAM) fundamentals for creation, file-naming conventions, indexing, filing, and archiving of digital assets.
- Works with outside agencies on projects as required.
- Develops, updates and maintains brand standards for print, Web, PR and all activities or communications that touch the trade customer or the end consumer.
- Performs other duties as necessary in support of projects, goals and objectives. May provide work direction and provide back up to other staff.

Candidate Requirements:

- Bachelor's Degree in Graphic Design or related field; or equivalent.
- 5+ years of graphic design experience on Mac platform. Proficient in Adobe Creative Suite and MS Office software. Web design experience a plus.
- Proficient with image creation and manipulation
- Proven ability to translate technical product knowledge into creative expression
- Ability to proofread and edit creative work for errors and inconsistencies
- Drive for continuous learning in creative development and design
- Desire to work in a corporate graphic design environment
- Thorough understanding of print, digital, photography, and typography
- Artistic skills, including good eye for layout, type, and color.

- Demonstrated excellent written, verbal, and interpersonal skills to communicate with internal and external contacts.
- Ability to work independently on time-sensitive issues, meet deadlines, and manage multiple priorities.
- An understanding of the millwork industry a plus.

Candidates for positions with ODL must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire.

ODL is an equal opportunity employer committed to a culturally diverse workforce. All qualified applicants will receive consideration for employment without regard to race, religion, color, age, sex, national origin, sexual orientation, gender identity, disability status or protected veteran status.

ODL offers a solid track record of growth and expansion in a highly competitive industry as well as a complete benefits package including health/prescription options, dental insurance, vision insurance, short term disability, LTD option, basic life insurance, additional life insurance amounts available including spouse and dependent child coverage through payroll deduction, flexible spending accounts and 401(k) with a company match.

Please apply via email to: human.resources@odl.com

For a complete listing of ODL Open Positions please visit <http://www.odl.com/careers.htm>