



Position: Graphic Design Assistant

Location: Guam

Employment Type: Full-Time

Company: Archway Inc.

Position Overview

We are seeking a Graphic Design Assistant to support our marketing team in creating promotional campaigns and other signs and graphics. This new position is ideal for someone whose eye for design and strong organization and communication skills will help ensure print and digital marketing materials are visually appealing, align with company strategy, and completed within timelines.

Key Responsibilities

- Organize and maintain digital design files, photos, videos, templates, and creative assets
- Edit, update, and improve graphic elements, such as signs, sign messaging, pricing, menus, promotional material, product images, and advertisements.
- Assist in designing and preparing graphics for menus, signs, posters, banners, window displays, promotional materials, and social media channels
- Prepare marketing materials for both print and digital use
- Make revisions and updates based on feedback from management or the marketing team
- Coordinate distribution and delivery of print and digital signage, and ensure they are correctly installed in a timely manner
- Coordinate with vendors or printing companies
- Help maintain consistent branding, to include colors, fonts, and visual standards
- Assist with photography and content creation for website and social media
- Stay updated on current social media trends, design styles, and content formats
- Support other marketing and creative projects as assigned

Qualifications

- Thrives in a fast-paced, dynamic work environment with the ability to manage multiple projects and meet deadlines
- Strong organizational, time-management, and communication skills
- Ability to follow design direction while contributing new ideas
- Thinks positively and is proactive; able to work independently and collaborate with others
- Creative with a strong eye for detail and branding
- Experience in graphic design, digital marketing, content creation, or a related field
- Experience designing signs, posters, banners, menus, or other print materials is preferred
- Strong understanding of layout, typography, color, image placement, and visual design
- Knowledge of print sizes, file setup, and preparing artwork for production is a plus
- Knowledge of Adobe Illustrator is preferred
- Experience with Adobe Creative Suite, Canva, CapCut, Adobe Premiere Pro, or similar graphic design and video-editing software is a plus.

How to Apply

- Please submit your resume online at <https://infusionguam.com/joinourteam/> along with a portfolio or samples of your work, preferably showing previous graphic design, signage, social media, advertising, or video work.