



To apply for this position, please email your resume to tony2@tpionline.com.

Web & Graphic Design - Job Description

Division/Department: Marketing Department

Location: 2500 Maitland Center Parkway, Suite 230 | Maitland, FL 32751-4174

Reports To: Ashley Vaughan, 407-331-3888, Extension 214, ashleyv@tpionline.com

Level/Grade: Entry Level

Type of Position: Full-time

Hours: M-F 9:00am – 6:00pm

Compensation/Benefits: Hourly starting range depends upon experience. The position comes with the following benefits - Health Insurance*, Vacation Pay, Sick Pay, Personal Pay, and Full Discount Travel Benefits with IATAN ID Card. *TPI contributes flat amount towards total premium each month.

General Description: The candidate will be required to work with the Marketing Manager contributing to website development/administration, content maintenance, product training, usability enhancements, and graphic/logo/banner ad design.

Key Tasks:

- Edit and maintain company website
- Edit and maintain AgentHub.com consumer websites
- Design Logos
- Design Banner Ads
- Design custom websites with 3rd party integration

Requirements – Education (minimum):

- Web Design & Graphics Degree

Requirements – Computer Skills:

- Possess knowledge of web technologies.
- Possess a strong working knowledge Microsoft Office Suite including Internet Explorer, Outlook, Word, Power Point, Excel, Adobe Products, Macromedia Dreamweaver and FTP.
- Possess the ability conduct online webinars using Webex or GoToWebinar.
- Possess the ability to use a Contact Management System like ACT or similar.
- Exceptional writing and editing skills for web-based content.
- HTML coding.
- Good knowledge of Search Engine Optimization.

Requirements – People Skills/Other:

- Excellent communication skills at all levels including excellent listening skills.
- Ability to express oneself in writing.
- Read and write English in order to understand and interpret written procedures.
- Possess strong customer service skills and be able to work in a dynamic team environment.
- Manage multiple projects.
- Ability to persevere through periods of significant change and business challenges and demonstrate a high level of energy and flexibility.
- Good knowledge of e-commerce practices.

Reviewed By:

Notes: