

Graphic Design

Business Overview



Leading graphic design company responsible for creating materials to support the marketing and promoting of the businesses of *JA BizTown*, and to provide high quality retail items to citizens.

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Obtains bank loan. 2. Signs all business payroll and expense checks. 3. Oversees business operations and makes business decisions. 4. Works with entire team to determine product prices for items from Supply Center, and products created by the Production Team. 5. Signs Insurance Policy and Rental Agreement. 6. Completes the Business Improvement Plan. 7. Prepares and gives speech at the Opening Town Meeting. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Inputs employee payroll information. 2. Prints and distributes employee payroll checks. 3. Processes payments for business expenses. 4. Makes business deposits at Bank. 5. Signs business checks if CEO is not available. 6. Tracks loan payoff progress.
<p style="text-align: center;">ARTIST</p> <ol style="list-style-type: none"> 1. Creates artwork and graphic designs for business customers. 2. Fulfills business marketing materials orders for business customers in a timely manner. 3. Submits completed business marketing materials orders to Corporate Sales Manager for quality control checks. 4. Works closely with Retail Sales Manager to create sales flyers for retail items. 	<p style="text-align: center;">CORPORATE SALES MANAGER</p> <ol style="list-style-type: none"> 1. Works with other business representatives to select items for their business marketing needs. 2. Submits business marketing materials order forms to Artist(s) for completion. 3. Inspects finished business marketing material orders for quality. 4. Generates business invoices for the sale of business marketing materials. 5. Provides excellent customer service.
<p style="text-align: center;">PRODUCTION TEAM</p> <ol style="list-style-type: none"> 1. Meets with Freckles Volunteer to learn how to operate graphic design equipment. 2. Fulfills work orders from Retail Sales Manager by working with Freckles Volunteer to create high quality graphic design products. 3. Submits finished products to Corporate Sales Manager for quality control checks. 4. Assists Retail Sales Manager with greeting customers, sales and process of payments. 5. Provides excellent customer service. 	<p style="text-align: center;">RETAIL SALES MANAGER</p> <ol style="list-style-type: none"> 1. Distributes supplies received from the Supply Center. 2. Works with CEO to determine product prices of items. 3. Prepares sales area with product display. 4. Works with Artist to creates posters to promote sales. 5. Sets up Point of Sale System with Sales Rep. 6. Greets customers, assists with sales, and processes payments for sale of products. 7. Provides excellent customer service.