Therma-Tru Corporation Position Description

Job Title: Graphics Intern
Department: Marketing
Reports to: Marketing Services Manager
Location: Maumee, OH

In this position, you’ll have the opportunity to:

As the Marketing Services Intern, your duties will range from graphic design to image library coordination. Additional requirements will include an ability to juggle multiple projects with an emphasis on coordinating details for a variety of complicated projects.

Key Responsibilities:

- Design graphic documents
- Work with, and graphically enhance, PowerPoint and Word files
- Assist graphic designers with a range of projects from page layouts to display signage
- May perform other duties as assigned

Successful candidates will have:

- Thorough understanding of Adobe InDesign
- Adobe Acrobat
- Adobe PhotoShop and Adobe Illustrator preferred.
- The ideal candidate will have additional competency in PowerPoint, Excel, and Word desirable.
- Understanding of Web development is a definite plus.