Graphic Designer

JOB OVERVIEW

To conceptualize and execute print and digital designs for File & ServeXpress through creative problem-solving and skilled technical production.

Responsibilities and Duties

- Deliver high-quality, contemporary designs encompassing File & ServeXpress' brand identity
- Complete assigned creative deliverables on time and with a strong understanding of the project specifications
- Manage time and prioritize tasks appropriately to ensure production deadlines are met
- Collaborate with project team members and design leads to ensure creative direction is carried through the project lifecycle, from concept to product launch to client handoff
- Follow established creative processes and recommend adjustments and/or tools where possible
- Apply creative problem-solving skills to assist in defining the concept and/or approach to design or software challenges
- Clearly communicate any questions or suggestions for improving the creative process
- Take input, critique, and advice from team members in order to move a project forward
- Contribute to a positive, creative, and supportive working atmosphere

Qualifications

- Advanced skills in Adobe Creative Cloud platforms (Illustrator, InDesign, Photoshop) and other digital design programs (Sketch, Figma, etc.)
- Advanced formatting skills in Microsoft Office applications (Word, PowerPoint, Excel)
- Strong UI/UX design skills, with particular emphasis on designing for WordPress
- Strong understanding of responsive design across operating systems, browsers, and devices
- Basic understanding of front-end development, restrictions, and best practices – and how they shape a digital design approach
- Familiarity with HTML required
- Bachelor's degree in Graphic Design preferred, not required with acquired experience
- 1-3 years of professional graphic design experience in print, web, and/or mobile design
- Online sampling or portfolio of relevant print and digital designs (5+ examples/projects)

About File & ServeXpress

File & ServeXpress (FSX), LLC, based in Irving, Texas, is the leading provider of eFiling services to legal professionals nationally. FSX offers a Microsoft Azure cloud-based Software as a Service solution that allows attorneys and staff to electronically submit legal documents to US courts, and electronically serve opposing counsel. Legal professionals depend on FSX to deliver court documents in a reliable, secure, and timely manner. Our clients represent the largest 100 U.S. law firms, numerous state and federal government agencies, and top law firms in California, Delaware, Florida, Georgia, Illinois, Maryland, Texas, Washington, D.C., West Virginia, and other key jurisdictions.