



Print Ready



#JOB-2422067



275 Glasnevin Avenue, Dublin 11, D11 Y18W



No of positions : 1



Paid Position



39 hours per week



To be Confirmed



24/11/2025



22/12/2025

How to apply

Application Method :

Not available



Open your camera
app & point here
to view this ad
online



Graphic Designer

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

About the job

Location: Glasnevin Avenue, Dublin 11

Job Overview:

We're seeking a talented Junior Graphic Designer to join our team! As the face of our walk-in shop, you'll work directly with customers to bring their design ideas to life. You'll be responsible for creating visually stunning designs for print and managing your workload efficiently. Your passion for design and attention to detail will be key in producing high-quality print jobs that meet our customers' needs.

The successful candidate must have experience in designing for print, dealing with customers and should be able to manage their workload daily. The role also requires a hands-on approach in design, production and finishing, requiring speed and accuracy at all times.

Duties & Responsibilities:

Prepare, create, typeset, alter and deliver graphics and print files for customers. Manage all aspects of graphic design projects.

Produce artwork and printed jobs according to the production schedule and rearrange the schedule as necessary for rush jobs.

Liaise with customers and clients on their orders and provide appropriate suggestions and ideas.

Ensure all dealings with clients are carried out in a professional, friendly, and efficient manner.

Proofread all artwork and ensure that it is proofed by the client. Educate clients on proofing when necessary.

Contribute to customer services and ensure customer satisfaction is always maintained.

Maintain artwork files in an organised and tidy manner, both physically and electronically.

Assist with all other aspects of a print shop, including photocopying, binding, laminating, stitching, folding, creasing, scanning, collating, packing, labeling, etc.

Send jobs to print on in-house digital and wide format printers.

Work on Print Ready's online presence by creating graphics, banners, ads, and posts as instructed by management.

Encourage and motivate staff at all times and ensure open and strong communication between departments.

Manage workload, prioritise on a daily basis, and output jobs for print.

Work with printers on correct design specifications for printing.

Put forward ideas and suggestions for improving the operation of the department and the company.

Maintain a happy and productive working environment and strive to achieve good working relationships with all staff members.

Embrace the culture of the Print Ready organisation and take ownership of the job within the organisation to improve the level of job satisfaction achieved.

Carry out any other duties that may arise from time to time or as instructed by management.

Skills, Qualifications and Candidate Requirements:

Degree or advanced diploma in visual communications/graphic design

Experience in a commercial graphic design and/or print environment an advantage

Solid understanding of digital printing production and machinery an advantage

Proficiency in Adobe Suite (InDesign, Illustrator, Photoshop)

- **Sector:** other service activities

Career Level

- Entry Level

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 0
- **Minimum Qualification:** Level 6 (incl Higher Advanced Certificate & National Craft Certificate)

(Desirable)

- **Ability Skills:** Administration, Communications, Computer Literacy, Creativity
- **Competency Skills:** Initiative, Priority Planning, Problem Solving, Working on own Initiative
- **Specialising In:** customer service; design; web development; print finishing; office manager
- **Driving Licence:** None:
- **Languages:** English C2-Master (Fluent)
- **Proximity Locator Distance:** 15 Kilometres