



Graphics Designer: Job Description

Neuronetics, Inc. is a privately held medical device company focused on developing non-invasive therapies for psychiatric and neurological disorders using MRI-strength magnetic field pulses. We are the first and only company to have a non-systemic and non-invasive depression treatment cleared by the FDA for patients who have not benefited from prior antidepressant treatment. Based in Malvern, PA, we are the leader in the development of TMS Therapy (transcranial magnetic stimulation), a non-invasive form of neuromodulation.

Position Title: **Marketing Coordinator**

Summary of Position: Under direction of Director of Marketing, Marketing Coordinator will develop marketing materials both in print and electronic media and delivery of marketing materials to support field sales and customer groups.

Duties:

- Assist with design, creation and layout of marketing materials such as in-house brochures, postcards, flyers, newsletters and exhibit booth graphics.
- Coordinate with vendors, suppliers and outside agencies in the development and execution of promotional materials
- Provide support in fulfilling customer and sales material requests
- Implement marketing materials through the internal document approval process
- Other duties may be assigned as required or necessary

Qualifications:

- Bachelor's Degree, emphasis in arts / Graphic design
- 3 + years related experience in Graphic design.
 - Highly proficient with Quark, Adobe creative suite, Corel Draw and similar software
- Excellent, writing, communication and proofing skills
- Proficient in Microsoft Office (Excel, Word and Power Point)
- Must possess a project portfolio for review
- Self-directed and an enthusiastic team player
- Ability to multitask in a fast-paced dynamic environment
- Experiences not essential, yet appreciated
 - Experienced with web editing technologies such as HTML and JavaScript and analyzing web metrics
 - A track record of understanding and using social media to create a product presence (Face Book, My Space, Twitter, etc.) is a plus

Please send resume to HR@Neuronetics.com