

# HELP WANTED ADS - DESIGN

When an employer needs to hire a worker, the employer will write a job description for the opening to let job seekers know:

- 1) Description of business.
- 2) Job title.
- 3) Job duties.
- 4) Education, skills, work experience needed (known as qualifications). To learn how to read help wanted ads, study these online job opening descriptions for jobs in the design industry.



## DESCRIPTION OF FARM FRESH MARKETS:

Headquartered in Dallas, Texas, Farm Fresh Markets is proudly celebrating over 81 years of serving U.S. families. Today, Farm Fresh Markets operates 170 supermarkets and has approximately 18,000 employees with annual sales of over \$4 billion. Farm Fresh Markets has been named one of the Top 20 companies in the United States to offer exceptional job security and pay for its employees.



### Job Title: FLORAL CLERK

**Job Duties:** 1) Smile, greet, and be courteous to customers. 2) Work as a team with management and coworkers to provide outstanding customer service. 3) Be punctual and work your shift hours as scheduled by the head Floral Designer. 4) Follow directions to provide a clean and safe store environment. 5) Operate Floral Department by following Farm Fresh Market rules and policies (ways of doing things). 6) Open cartons, then price and display floral products. 7) Assist customers with their floral needs. 8) Take special orders. 9) Design floral arrangements. 10) Receive, process, put out floral deliveries. 11) Take daily flower inventory count. 12) Gift wrap bouquets and make bows.

**Job Qualifications:** High school diploma or equivalent. Training or class in Floral Design. One year work experience in job dealing with customers.

**Pay:** \$15 per hour. Part-time job. 20-30 hours per week.

**How to Apply:** Complete application online at Farm Fresh Market website. Submit your resume, high school diploma, and names and phone numbers for 3 personal references. Letters of reference and Floral Design Certificate are added pluses. Must pass drug screening and provide fingerprints.



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## DESCRIPTION OF NATIONWIDE REAL ESTATE COMPANY:

Nationwide Real Estate is one of the leaders in real estate sales. Nationwide uses proven sales techniques to list, market, and **sell** homes, condominiums, land, and office buildings. Nationwide hires real estate agents who strive to provide top quality service for customers. You may trust Nationwide to provide up-to-date information and sound real estate advice when you sell your home.



**Job Title: GRAPHIC DESIGNER**

**Job Description:** Assist real estate agents with marketing needs: Graphic designer will create: a) sales flyers; b) social media images for posting; c) e-mail templates; d) party invites; e) open house advertising. We are seeking someone organized, responsible, and a great team player! Designer **needs** critical thinking skills, creative ideas, desire to promote teamwork and sales in real estate.



**Job duties:** 1) For new home listings, place photos and text into templates to **create** print and internet advertising flyers. 2) Order printed brochures, business cards, postcards and flyers. 3) Create Powerpoint or Keynote presentations for sales team when they attend conferences and events. 4) Develop Mailchimp templates for monthly newsletters. 5) Review, edit and help with projects submitted by outside designers.



**Job Qualifications:** One year work experience dealing with customers. Completed classes in Graphic Design, Multi-Media, and Social Media. Experience in graphic design software programs such as Adobe Creative Cloud (InDesign, Photoshop, Illustrator). Must be able to create projects independently and with a team. Skills in writing, grammar, punctuation. Understanding of real estate sales will be given higher consideration. This would be the perfect position for someone who wants a career in Real Estate.



**Pay:** \$18.00 per hour. Part-time. 20-25 hours per week.

**How to Apply:** Use Nationwide Real Estate website to submit your application online. Attach your resume and Certificates earned. Applicants are required to bring their graphic design portfolio to the job interview. Graphic design portfolio should display samples of print and website designs, advertising ideas for social media, and newsletter design.



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**QUICK CHECK:**

1. What 3 things are know as "qualifications"?
2. a) How many supermarkets does Farm Fresh operate? b) How many employees?
3. What is the title of the job opening?
4. a) Define "policies." b) Who do you smile and greet? c) Who schedules shift hours? d) After you open cartons, what do you do? e) What do you design? f) What do you do daily?
5. List the 3 job qualifications for this opening.
6. a) What is the pay? b) How much is this for a 30 hour week?
7. a) How do you complete the application? b) What 3 things do you submit? c) What 2 things are pluses? d) What must you pass?
8. What 4 things does Nationwide sell?
9. For what job title is Nationwide hiring?
10. a) List 3 things the graphic designer will create. b) List 3 things the designer needs.
11. a) What do designers create for new home listings? b) Why are Keynote presentations needed? c) For what is Mailchip used?
12. a) List 3 completed classes required. b) List 3 software programs in Adobe Creative Cloud.
13. a) What is the pay? b) How much is this for a 25 hour week?
14. a) When you submit your application, what do you attach? b) What do applicants bring to job interview? c) List 3 samples the designer's portfolio needs to display.