

PACKAGES CONVERTORS LIMITED	Document type: JOB DESCRIPTION
	Title: Assistant Graphic Designer

Prepared by Safdar Hussain <i>Safdar Hussain</i>	Approved by Salman Rehman <i>Salman Rehman</i>	PAGE 1(1)	REV 0	DATE 01.07.2024	DOC NO. JDART/BUFC/08
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JOB DESCRIPTION

POSITION: ASSISTANT GRAPHIC DESIGNER

LOCATION: ART DEPARTMENT

KEY ORGANIZATIONAL RELATIONSHIP;

ACCOUNTABLE TO: MANAGER ART

BASIC FUNCTION:

Responsible for job preparation for production

Duties and Responsibilities:

1. Preparation of new mechanical and verification
2. Preparation of amended mechanical and verification
3. Preparation of Digital Proof and verification
4. Preparation of final output and verification
5. Follow quality system procedures, quality plans and work instructions
6. Use of SAP.

QUALIFICATION:

1. Academic /Professional: Graduate in Fine Arts/DAE Printing & Graphic Arts
2. F.A./MATRIC With minimum 2-5 years relevant work experience

WORK EXPERIENCE / TRAINING;

Knowledge of Apple / Pc computer graphic softwares

