

PACKAGES CONVERTORS LIMITED	Document type: JOB DESCRIPTION
	Title: Assistant Manager Art

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JOB DESCRIPTION

POSITION: ASSISTANT MANAGER Art

LOCATION: ART DEPARTMENT

KEY ORGANIZATIONAL RELATIONSHIP:

ACCOUNTABLE TO: MANAGER Prepress FC

BASIC FUNCTION:

Responsible for efficient and effective administration of all available resources.

Responsible to achieve the departmental goals/Targets and ensuring AQL as set by the company.

Duties and Responsibilities:

1. Preparation of new Development and verification
2. Job assignments.
3. Job verification.
4. Monitoring and timely feed back
5. On job training
6. Responsible of final output and verification
7. ISO Documentation & follow up for implementation
8. Follow quality system procedures, quality plans and work instructions
9. Cost effective solutions and development through innovation

QUALIFICATION:

1. Academic /Professional: Graduate in Fine Arts/ Any higher qualification is preferable
2. M.A/B.A/ with 2-5 years relevant work experience

WORK EXPERIENCE / TRAINING;

Knowledge of Apple / Pc computer graphic softwares

5 YEARS RELEVANT WORK EXPERIENCE

