

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

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JOB DESCRIPTION

POSITION: 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. Creative work / design development
7. Use of SAP.

QUALIFICATION:

1. Academic /Professional: Graduate in Fine Arts/Graduate in Product Design
2. M.A / B.A/F.A./MATRIC With minimum 2-5 years relevant work experience

WORK EXPERIENCE / TRAINING;

Knowledge of Apple / Pc computer graphic softwares

