

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

POSITION: MANAGER ART

LOCATION: ART DEPARTMENT

KEY ORGANIZATIONAL RELATIONSHIP:

ACCOUNTABLE TO: PREPRESS MANAGER 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. Setting of departmental goals/target in line with company's goals.
2. Job assignments,
3. Job verification.
4. Monitoring and timely feed back
5. On job training
6. Responsible for effective and smooth running of department covering all technical and administrative activities.
7. Ensure effective co-ordination with different departments.
8. Provide necessary opportunities and training for improving the technical and administrative skills of the staff.

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LIMIT OF AUTHORITY;

Administrative:

Can sanction / refuse leave of all workers / non management staff working in the Art department.

Can initiate disciplinary action against workers / non management staff working in the Art department.

Financial authorities:

Traveling allowance, Medical Bills, C.leaves, and annual leaves.

QUALIFICATION:

Academic /Professional: Graduation (4Years)/Master in Fine Arts. Any higher qualification is preferable

WORK EXPERIENCE / TRAINING

1. Ten years relevant work experience.
2. Quality assurance and quality management practices and standards.
3. Quality system documentations
4. General Manangement courses.

