

PACKAGES CONVERTORS LIMITED	Document type: JOB DESCRIPTION	
	Title: Process Executive	

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JOB DESCRIPTION

POSITION: Process Executive

LOCATION: ART Department

KEY ORGANIZATIONAL RELATIONSHIP:

ACCOUNTABLE TO: MANAGER ART

BASIC FUNCTION:

Responsible to assist Manager Art for efficient and effective administration of all available resources.

Responsible to assist Manager Art in achieving the departmental goals/ Targets ensuring AQL.

Duties and Responsibilities:

1. Material management
2. Back up management
3. Improvement through innovation
4. Job assignment,
5. Job verification.
6. Responsible for CMS Studio equipment and its maintenance
7. Responsible for CMS Proofing process
8. Responsible for making and maintaining proof profiling
9. Monitoring and timely feed back
10. Training of personals If required

QUALIFICATION:

Academic /Professional: Graduate in Fine Arts / B.A with 5 years relevant Experience/
Diploma in printing and graphic arts

WORK EXPERIENCE / TRAINING

3 years relevant work experience

Quality assurance and quality management practices and standards.

