

Position: Graphic Designer

Eligibility:

- Graduate/MCA/BSC (IT/Computer Science)

Additional requirement:

- Work experience
- Excellent IT skills, especially with design and photo-editing software
- Exceptional creativity and innovation
- Excellent time management and organisational skills
- Accuracy and attention to detail
- An understanding of the latest trends
- Professional approach to time, costs and deadlines

Job Role:

- Prepares work to be accomplished by gathering information and materials.
- Plans concept by studying information and materials.
- Illustrates concept by designing rough layout of art and copy regarding arrangement, size, type size and style, and related aesthetic concepts.
- Obtains approval of concept by submitting rough layout for approval.
- Prepares finished copy and art by operating typesetting, printing, and similar equipment; and purchasing from vendors.
- Prepares final layout by marking and pasting up finished copy and art.
- Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; and evaluating new equipment.
- Completes projects by coordinating with outside agencies, art services, printers, etc.
- Maintains technical knowledge by attending design workshops; reviewing professional publications; and participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.