GRAPHIC DESIGNER

Job Descriptions:

- You shall draw and colour diagrams using computer.
- You shall do layout and to key-in text.
- You shall design logos, book covers, background, posters, bookcases, brochures, advertisements, etc.
- You shall make necessary amendment of diagram as instructed by superior(s) and editor-in-charge of the project.
- You shall search and look through photographs, diagrams or illustrations from books, magazines, newspaper and etc. for reference purpose
- You shall output and check films.
- You shall look into the aspects of overprint and that colour keys C, M, Y and K will appear on the CMYK films before filming.
- You shall label the files containing the job clearly.
- You shall back-up own completed job.
- You shall back-up own work done daily.
- You shall carry out other relevant tasks as per instruction from the superior(s) as and when required.
- You shall perform any ad hoc and other duties relating to the above as may be assigned by your superior from time to time.

Job Requirements:

- Degree/Diploma in Graphic Design or equivalent.
- At least 2-3 years experience will be added advantage.
- Knowledge in Indesign/Photoshop/Illustrator.
- Creativity, Flexibility, Attention to detail, Deadline-oriented.
- Technical Capacity, Organizational skills, decision making.

Required Documents:

- Updated resume stating qualifications, work experience, current and expected salary with recent passport-sized photography;
- Transcripts from SPM to current level;
- NRIC photocopy;
- Portfolio link;
- Latest 3 months payslip (if any).