



## Job Description

Position Title	Management Trainee Officer / Intern
Department	Marketing and Communications
Reporting To	Manager Graphics Design
Type of Position	MTO

### **POSITION DESCRIPTION**

Prepares visual presentations by designing art and copy layouts.

### **DUTIES AND RESPONSIBILITIES**

- ✓ 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.
- ✓ Completes project started with the concept of supervisor.
- ✓ Prepares finished copy and art by operating typesetting, printing, and similar equipment.
- ✓ Prepares final layout by marking and pasting up finished copy and art.
- ✓ Completes projects by coordinating with other departments, printers, etc.
- ✓ Contributes to team effort by accomplishing related results as needed.

### **REQUIRED JOB SPECIFICATIONS**

Required Qualification	✓ Graduation and/or Post Graduation ✓
Required Experience	✓ Fresh

### **REQUIRED JOB COMPETENCIES (Technical and Soft Skills)**

S#	Competency	Criticality (High / Low / Medium)
1.	Graphic Design Skills	High
2.	Desktop Publishing Tools	High
3.	Creative Services	Medium
4.	Layout Skills	Medium
5.	Attention to Detail	Medium

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Verified By (For HR Only)

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Line Manager (If Any)

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Head of the Department

Revision Date		Version	
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