



## CAREER OPPORTUNITY / VACANCY

<b>Job Title</b>	: <b>Mid/Senior Graphic Designer</b>
<b>Division</b>	: <b>Marketing</b>
<b>Department</b>	: <b>Marketing</b>
<b>COMPANY BACKGROUND / OVERVIEW</b>	
<ul style="list-style-type: none"> <li>• Universal Paper and Plastics was established in 1950 by the Sher family and has remained a family business. Throughout the years the manufacturing of various types of paper and plastic products have been produced by the manufacturing facility located in Ga-Rankuwa. The product range has been refined to manufacture high-quality printed serviettes and napkins, bathroom tissue and household towels, and hankies.</li> <li>• Our products can be found in all major stores countrywide under the Dinu brand.</li> <li>• Our mission is to satisfy all customers and give each customer the opportunity to have a choice of their own decorative style throughout the household.</li> </ul>	
<b>PURPOSE OF THE POSITION</b>	
<p>The purpose of this position is to work in collaboration with the company's current designer preparing all forms of 2D and 3D designs for the company.</p>	
<b>RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>• Rendering a specialised graphic design service to internal as well as external customers</li> <li>• Designing marketing material, packaging and product artwork, internal documentation and any other ad-hoc material required</li> <li>• Photography and photo editing where necessary; management of a digital library of photographs</li> <li>• Social media management (execution of social media campaigns through the creation of posts as well as management of company social media accounts)</li> <li>• Web content management (ensuring relevance of the site through continuous web updates i.e. blog posts, banners, product images; maintaining user-friendliness of the site)</li> <li>• Quality control (ensuring colour standards of printed products are maintained through sign-off of proofs and ink drawdowns)</li> </ul>	
<b>MINIMUM REQUIREMENTS</b>	
<ul style="list-style-type: none"> <li>• 3 year diploma in design (graphic design, three dimensional design or visual communication)</li> </ul>	



- 3 to 5 years experience
- Experience working with the Adobe Creative Suite (Illustrator, Photoshop & InDesign)
- Willingness to travel to Ga-Rankuwa on a daily basis

#### KNOWLEDGE, SKILLS AND BEHAVIOURAL ATTRIBUTES REQUIRED

- Good communication skills (verbal and written with a proficiency in English)
- Organisational skills
- Time management skills
- Goal oriented
- Must pay attention to detail
- Ability to effectively execute a brief set by customer (internal/external)
- Ability to multi-task
- Ability to work well under pressure
- Ability to work well in a team as well as independently

#### ADDITIONAL ADVANTAGES

- Photography skills (diploma or short course completed)
- Experience working with 3D CAD software (preferably SolidWorks or AutoCAD)
- Animation skills (web / video)
- Experience working with a web content management system (preferably Wordpress)
- Understanding of the print environment (preferably flexographic printing)

#### APPLICATIONS

- Kindly submit your **CV** and **Design Portfolio** to Shamiel Narrandes via e-mail at: [snarrandes@upap.co.za](mailto:snarrandes@upap.co.za)
- Closing date: **31 October 2018**