



CAREER OPPORTUNITY

JOB TITLE	Designer
COMPANY	UPP
DEPARTMENT	Design
EMPLOYMENT TYPE	Permanent
PURPOSE OF THIS POSITION	
<p>The purpose of this position is to work in collaboration with the Company's current Design Team thereby preparing all forms of 2D and 3D related designs for the Company.</p>	
JOB TASKS AND RESPONSIBILITIES	
<p>Overall Design Activities</p> <ul style="list-style-type: none"> - Accomplishing design targets and meeting deadlines according to brief set by company/customer through planning, researching, meeting with managing staff - Allocating time to prioritised tasks, developing creative design solutions and producing deliverables - Maintaining company brand consistency through adherence to established corporate identity in all design and product material - Developing brand image through excellent quality packaging and print designs with high visual impact - Prepares serviette/roll artwork for customers - Facilitating timeous communication with stereo/sleeve suppliers and signing off of all proofs for new print jobs and ordering sleeves/stereos - Accomplishing ever-increasing efficiency and reduced cost to company in artwork production to external customer through training (given and received) - Researching and improving design processes - Assisting in conceptualising and executing external marketing material <p>Social Media Management & Online Marketing</p> <ul style="list-style-type: none"> - Working together with the other designers to conceptualise and execute social media campaigns throughout the year - Maintaining the social media schedule - Dissemination of monthly special newsletters and quarterly update letters via Mailchimp 	



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- Posting of relevant content (conceptual series, industry-related content, awards, and blog posts) across social media platforms

Web Content Management and Quality Control

- Maintaining the user-friendliness of the web site through analysis and testing of web components
- Ensuring relevance of the web site through consistent improvement in design and content updates
- Copywriting articles for website blog posts
- Calculate the monthly depreciation to obtain updated and monthly fixed asset values for the Company

Client Liaison

- Maintaining good relationships with suppliers/customers (packaging, sleeves/stereos, artworks etc.)
- Ensuring customers understand and are aware of our capabilities and constraints (with regards to packaging and product design)
- Accomplishing internal and external customer satisfaction through successful turnaround, response rate and quality of service delivered on all design requests

EDUCATIONAL REQUIREMENTS

- Minimum Qualification: Post Gr. 12 qualification in Design related field
- Ideal Qualification: National Diploma in Graphic / Three-Dimensional Design
- Minimum 3 years relevant work experience

REQUIREMENTS - EXPERIENCE

- The necessary attributes for any position: motivated, eager to learn, organised, goal oriented, responsible, accountable, work well in a team
- Passionate and creative with relation to design (a good eye for layout)
- Deadline oriented
- Client oriented
- Good communication skills (verbal and written)
- Ability to multi-task well
- Adobe Illustrator and Adobe Photoshop skills are vital with expertise in recognized 3D CAD and rendering software packages (AutoCAD or Solid Works)
- Ability to execute a brief set effectively and efficiently by client (customer/the company)



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- Must be up to date with the latest trends and innovations in the flexographic print industry and design industries in terms of software, processes etc.
- Must have a keen eye and pay attention to detail.
- Computer literacy (MS Office, Excel, Outlook, PowerPoint).
- Proficiency in graphics editing programs i.e., the Adobe Suite (Illustrator, Photoshop, InDesign) or CorelDraw etc.
- Basic knowledge of the flexographic industry specifically relating to how it affects the design process.
- Web design experience esp. relating to HTML coding.
- Animation skills (web, video)
- Diligence is essential as well as taking pride in one's work.
- Must be able to handle constructive criticism.
- Must be able to respect and uphold the company's interests and objectives.
- Resilience to work under pressure.
- Willingness to travel to Ga-Rankuwa daily.

APPLICATION FOR THIS POSITION

- Submit your CV and design portfolio to Shamiel Narrandes at snarrandes@upap.co.za
- **Proof of qualifications must accompany the application.**