***Graphic Designer***

***Job Responsibilities:***

* **Create and produce a variety of high-quality communication materials** that incorporate text and graphic images.
* Edit graphics, such as photographs or illustrations,
* Import text and graphics into publishing software.
* Integrate images and text to create cohesive pages,
* Adjust text properties, such as size, column width, and spacing,
* Revise layouts and make corrections as necessary.
* Submit or upload final files for printing or online publishing and digital.
* Should be an expert in apps like Photoshop & Illustrator.
* Expert in color correction & photo manipulation.
* Expert in using shortcut keys in Photoshop & illustrator.

***Perquisites:***

* Should have hands-on experience in Adobe in Design, Photoshop, and Illustrator.
* Should have hands-on experience in typesetting, adaptations of digital marketing creatives, GIFs, page layouts for reports and catalogs, and image correction or manipulation.
* Knowledge of Grids and Guidelines.
* Layout sensitivity & knowledge of Fonts.
* Excellent designing skills, especially with design and photo-editing software.
* Ensure that all projects are delivered on a timely basis.
* **Knowledge of publishing with regard to the specification of page size, binding and cutting area (Trim and Bleeds), and processing formats for color printing.**
* **Work methodically and pay attention to detail.**
* Should have previous experience in Typing.
* Creative & confident DTP operator preferably from a textbook publishing/printing firm.
* Should have hands-on experience with PDF corrections.
* Should have hands-on experience in typesetting, Layout, designing of inside text pages, and cover designs for textbook publishing.
* Should understand and be able to perform text/picture corrections on PDF files in case open files are not available.
* Work experience from any textbook publishing firm or graphic design agency would be preferable.
* Should be resourceful to arrange the software/fonts for some critical corrections from the internet.
* The candidate should have **1- 5 years of experience** in Graphics Designing. He/she must be a graduate or above.

**Hiring through Consultancy**

Interested candidates can send their resumes to ***info@mgmgroupusa.com/garima.hr@peoplesunivesity.edu.in*** for any clarification candidates can call ***0755 4005270/5026.***