JOB DESCRIPTION

1 Job Details

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Graphic Design Intern</th>
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<tbody>
<tr>
<td>Reports to</td>
<td>Marketing &amp; PR Manager</td>
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<tr>
<td>Department</td>
<td>Sales &amp; Marketing</td>
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2 Job Purpose

- Assist marketing team in creating and executing visually appealing and on-brand graphics, illustrations, and layouts for various marketing materials, including social media posts, website assets, presentations, print collateral, and more.
- Collaborate with cross-functional teams to understand design requirements and objectives and translate them into engaging visual designs that effectively communicate key messages.
- Help maintain and update the company's visual identity guidelines and ensure brand consistency across all design deliverables.
- Conduct research and stay up to date with current design trends, emerging technologies, and industry best practices to contribute fresh ideas and innovative design concepts.
- Support the team in the production process, including preparing files for print, resizing images, and optimizing graphics for digital platforms.
- Take part in brainstorming sessions and contribute creative ideas and solutions to design challenges.
- Assist with other design-related tasks as assigned by marketing team.

3 Job Dimensions

| Number of Staff Supervised: 0 | Direct Reports & Total: 1 |

4 Communications and Working Relationships

<table>
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<tr>
<th>Internal</th>
<th>External</th>
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<tbody>
<tr>
<td>Sales &amp; Marketing</td>
<td>Creative Agencies.</td>
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<td>Merchendize vendors.</td>
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5 Policies Systems, Processes & Procedures

- Manage and ensure effective implementation of policies, procedures and controls covering all areas of assigned sectional activity so that all relevant procedural/legislative requirements, fulfilled while delivering a quality, cost-effective service.

6 Health, Security, Safety and Environment

- Ensure compliance with all relevant health, security, safety and environmental management policies, procedures and controls within own area, monitoring, reviewing and evaluating on a continuous basis, to guarantee employee safety, legislative compliance, delivery of high-quality service and a responsible environmental attitude.

7 Continuous Improvement

- Participate in the identification of opportunities for continuous improvement and sustainability of systems, processes and practices considering global standards, productivity improvement and cost reduction.

8 Related Assignments

- Perform other related duties or assignments as per the company’s need.

9 Qualifications, Experience, & Skills:

- Currently pursuing a degree or diploma in Graphic Design, Visual Communication, or a related field.
- Strong understanding of design principles, typography, color theory, and layout composition.
- Demonstrated creativity and the ability to think visually to effectively communicate ideas.
- Attention to details and a strong sense of ownership over the quality of work produced.
- Excellent time management skills and the ability to prioritize and handle multiple projects simultaneously.
- Strong communication and interpersonal skills to collaborate effectively with team members.
- A positive attitude, enthusiasm, and a willingness to learn and grow as a designer.
- A portfolio or samples of previous design work that showcase your skills and creative style.

Kindly send your CV and Portfolio to @Reem Rasamny.