

Graphic Designer- Butec

BUTEC is a Lebanese company founded in 1964, specializing in complex industrial multi-trade plants and multi-technical services

Major: degree in Graphic Design, or any related field

Experience: 4- 6 years of experience

Major Responsibilities:

- Liaise with internal clients to identify their business objectives, interpret their needs and develop the concept that best suits their purpose in line with the corporate image and the marketing strategy of the company.
- Collate necessary raw data/materials (photos, graphics, descriptive texts, etc...) create designs, graphics and sample layouts, discuss them with the internal client and/or supervisor, and make the necessary amendments in order to get their approval.
- Participate in creating and implementing the corporate identity concept, review, standardize all formal documents/materials (letters, business cards, CVs, power point presentations, etc...), and supervise the use and display of Butec's logo at all levels.
- Liaise with external service providers and/or internal designers; provide them with the needed information and instructions to concretize/realize the prepared design.
- Think creatively to produce new ideas and concepts, prepare relevant materials and make all necessary arrangements to participate in promotional activities and trade shows.
- Create and produce customized promotional items for the company, and manage their stock in order to prevent any potential shortage.
- Prepare specific presentations or prequalification documents upon request and in collaboration with the estimation department for supporting the bidding process.
- Ensure a proper design management system by securing the control and traceability of prepared materials at all phases, update graphic design data on the system to retrieve the needed information accurately.
- Come up with creative ideas to enhance the company's image and visibility.
- Provide guidance to management and staff on any matters related to promoting the company's products/services, developing its website or official materials and/or participating in marketing/promotional events.

How to Apply:

Kindly send your CV or contact the Career Services Center, E-mail: career.services@balamand.edu.lb, Ext. 7801; 7802