

JOB POSTING REQUEST FORM

Job Details

Reference #	CP-280-2021
Company Name	MEA Logistics Council
Industry	Information Technology
Vacancy	Graphic Designer/ Archivist
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	Project
Major(s)	Graphic Designer/ Archivist
Degree	BA / BS degree
Years of Experience	1-4
Location	Tayyouneh,Beirut
Remuneration & Benefits	\$ 1000 (per month)
Tasks & Responsibilities	<ul style="list-style-type: none"> • Categorize folders by name, date or project priority • Sort Microsoft Office Files (Word, Excel, PowerPoint) and place in the respected folders • Sort Graphic Design Material (Images, Videos) • Locating original files and creating an inventory file with the folder name, location, description and related files. • Arrange and gather similar files under the same folders using keyword search • Add material related to each folder by placing the final versions of each project (including all related material such as JPEG Images, Documents and Graphic Design files) • Remove redundancy of files or folders in a structured manner without compromising loss of material