

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-634-2022
Company Name	Hart
Industry	Fashion apparel and essentials, as well as a wide selection of home furnishings, housewares, giftware, toys, bedding, electronics and furniture.
Vacancy	Graphic Designer
Number of vacancies for that position	1
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	Full time
Major(s)	Graphic Design
Degree	Graphic Design
Years of Experience	2 – 3 years
Location	Adma, Lebanon/ Remotely
Remuneration & Benefits	NA
Currency (LBP, Dollar, Lollar)	600 – 700 USD
Tasks & Responsibilities	<ul style="list-style-type: none"> ▪ Graphic designer should be familiar with Photoshop and illustrator (Adobe). ▪ Edit images for color boxes, color labels and inserts as needed for hard goods. ▪ Request high resolution photography for hard goods for products in cloud packaging with no color label. ▪ Design packaging for furniture, kitchen and appliances, pole sets and all non-textile items using templates whenever possible ▪ Market research online for selling features and accurate descriptions of products ▪ Design packaging for comforter sets, quilt sets, cushions, blankets, throws, grommet panels, pillows, pillow/mattress protectors using templates whenever possible ▪ Long term planning on improving user interface features of Repzio navigation (nice lifestyle photos per category, renaming of categories, eliminating) ▪ Coordinate with buyers to ensure information on packaging reflects the products correctly

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- Send artworks to supplier, follow up with proofs and inspection reports
- Follow up with suppliers to get proper images for sale sheets
- Create and modify PD Sheets in Quasimodo
- Add Purchase orders to excel sheet (tracking report) to distribute orders to other designers.
- Create and send out Eblasts for Hart Customers (daily)