

# OPPORTUNITY TO SERVE

## Print and Graphic Design Assistant

BTL, a Christian faith-based organisation, involved in Language Development, Bible Translation, Literacy and Community Development among minority languages of Kenya, is seeking to recruit highly motivated born again Christian with a good Christian standing, demonstrated spiritual maturity, integrity and a calling to serve to fill the position above.

### The Role

This position is responsible for executing printing jobs at the Printing press, developing creative graphic designs for print as needed, sourcing for printing work internally and externally in order to generate income for the organisation.

### Duties and Responsibilities

- Produce quality designs for print as need arises
- Ensure high quality standards and timeliness on job delivery
- Keep abreast of current trends in print and design technology advances.
- Generate new business opportunities and manage existing client portfolio
- Advise on ways of improving capacity and competitiveness of the printing press

### Qualifications

- A diploma in Graphic Design
- Certificate in Graphic design with experience may be considered.
- Good print technical knowledge and understanding of print production processes.
- Experience in Sales and marketing is an added advantage
- Good planning skills
- Keenness to details
- Ability to work under pressure and under minimal supervision
- Excellent interpersonal, communication and client presentation skills.
- Minimum of one year experience.

Applications with a detailed CV, copies of certificates, and three referees (Professional, Social and Church), Office and mobile telephone contacts for both applicant and referees be emailed (Preferred) or posted to reach the under mentioned by **Friday 11<sup>th</sup> August 2017**

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