

Job Title: TEXBOOK LAYOUT ARTIST

Number of Vacant Positions: 1

Duties and Responsibilities:

- The layout artist collects and assembles type styles and images, such as illustrations, photographs and drawings, to create a visual design of textbook from manuscript to ready-to-print file.
- Lays out the manuscript in compliance with House standards
- Implements text corrections
- Re-layout the book as per editor, author, or head's instructions.
- Placing the illustrations and graphics
- Creates technical graphic organizers/infographics
- Organizes and backs up files for assigned projects
- Any other tasks that may be assigned at any given time by the Managing Director, Executive Vice President, and President.

Qualifications:

Applicants must meet the following requirements:

- Has a Bachelor's/College Degree in Art/Design/Creative Multimedia or equivalent
- Proficient in Wacom pentab Adept in using Adobe Photoshop, Adobe Illustrator, and other desktop publishing application
- Can work under pressure
- Can adapt with different styles of illustration
- Has a keen eye for details
- Fresh graduates are welcome to apply
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Job Type: Full-time, Permanent

Schedule: Mon- Fri -9 hours Dayshift

Benefits:

- Company events
- Health insurance
- Paid training
- Pay raise
- Promotion to permanent employee
- Work from home
- Sign Up Bonus

Supplemental pay types:

- 13th month salary
- Bonus pay
- Overtime pay
- Performance bonus

Work Location: Quezon City

Contact Person: Ms.Nika Gerolaga

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