



**JOB VACANCY # 009/19**  
**Junior Graphic Designer**

Date: 20 May 2019

MPRL E&P is privately owned, independent oil and gas exploration and Production Company with interests in both onshore and offshore Myanmar. Founded in 1996, we are now at an exciting stage in our development as we evolve to take advantage of new business opportunities, consolidate our successes to date and collaborate with other major E&P companies to progress new projects. MPRL E&P is seeking applications from dynamic and highly motivated candidate for the following post:

Job Title : Junior Graphic Designer  
Submission Deadline : 3 June 2019  
Department : Design Team, Executive Management Office  
No. of Position : 1 position  
Probation Period : (3) Months  
Reporting to : Team Leader (Design Team)

**Job Summary**

Work under supervision of Design Team Leader in coordinating tasks assigned the MPRL E&P Group of Companies. Serves as an in-house Jr. Graphic designer for overall graphic design, illustration, artwork, other related assigns by the respective Manager of MPRL E&P Group of Companies for Social media & publication. Works collaboratively with Team members of MPRL E&P Group of Companies.

**Job Description**

- Prepare visual presentations by designing artwork and copy layouts (Flyer, Factsheet, E-card, Infographic, Illustration, Labels & Signs, Presentations in PowerPoint, Image retouching for the Social media & Publications
- Prepare work to be accomplished by gathering information and materials with typesetting and similar design equipment.
- Make sure artwork is correct and supplied in the right format / sizes /color codes before being sent to press and production facilities
- Support the Printing & Binding process in-house & outsource service
- Digitize the Office Documents, re-modified & prepared the Documents for Printing & others
- Working with internal departments of Group of Companies and external third party services to get best result & quality
- Contribute to team effort by accomplishing related results as needed
- Perform related duties as required from time to time by assigning Supervisor
- Ensure operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment.

Periodically, the employee may be expected to perform assigned duties and tasks not covered in this job description as well as to provide support to other departments when necessary.

**Job Specifications: (Educational & Non-educational qualifications)**

**Education / Experience**

- A Bachelor degree in any field and require the completion of Diploma / Certificate in Multimedia and Graphic Design with equivalent work experience in related fields is more preferred.
- Minimum of 1- 2 years working experience in related field

**Special Skills**

- Proficient in Graphic Design Software (Photoshop / Illustrator / InDesign / Corel Draw)
- Skilled in Microsoft Packages (Power Point, MS Word)
- Experienced in Layout Skills / Creativity / Illustration / Icon & Infographic development / Deadline-Oriented / Flexibility /
- Must have the knowledge of Design Fundamental Concepts & Rules / Fundamental Concepts of Typography / Basic Color Theory / Fundamental knowledge of Photography / Offset Color Separation and Printing knowledge
- Experienced in using Desktop Publishing Tools (Scanner, Camera, Printer and Others...)
- Acceptable command of written, typing and spoken skills of both Myanmar & English

Interested candidates are requested to submit an application letter with CV, relevant educational certificates and at least three references to Human Resources Department at MPRL E&P Pte.,Ltd.

Address : Vantage Tower, No. 623, Pyay Road, Kamayut Township, Yangon, Myanmar.

Tel : (95-1) 230 7733 – 35

Fax : (95-1) 230 7744

Website : [www.mprlexp.com](http://www.mprlexp.com)

Email : [hr@mprlexp.com](mailto:hr@mprlexp.com)

Please note that applications received after deadline will automatically be discarded and only short listed candidates will be contacted.