

**Job Description for:**

**Based at:** Purnaa Enterprises Pvt Ltd

**Title:** Graphic Design Digitization Specialist

**Reports to:** Sewing Production Manager

**Job purpose:** To receive design files from Purnaa's customers and create digitized embroidery files in a high-quality, accurate, and timely manner.

**Key responsibilities and accountabilities:**

1. Digitize Embroidery Files
  - a. Receive digital art files from either Purnaa Customers, Sales Team members, or Project Managers.
  - b. Within 48 hours, digitize art files using Melco Design Shop V11 software or equivalent and provide these files to the Embroidery Technician.
  - c. Coordinate with the Embroidery Technician to test newly digitized designs to ensure they meet the customer's quality expectations. Update or correct digitization as needed.

Working Hours: Part-time on a project-by-project basis.

**Qualifications:**

1. Able to read and write in English at an advanced level.
2. Ability to self-train with new software using online videos, tutorials, and forums.
3. Familiarity with graphic design software (illustrator, photoshop) and/or embroidery software a must.