



the right talent for the right agency

## Print/Production person Job Description

As Print/Production is quite a generic term, it can be useful to include a reference to the discipline in the job title such as:

- Digital
- BTL/Design
- ATL/Press
- Direct Marketing
- Sales Promotion
- Recruitment Advertising
- Other

### **About us**

Here you need to include information about your agency such as:

- The number of years you have been established
- The number of employees

### **About our clients**

List which sectors you specialise in and include a list of your top clients. It may also be useful to list the specific accounts that the candidate will be working on.

### **Our location**

### **Contact Details**

Address

Email

Phone

### **Main Duties**

Here we have summarised the main duties that a Print/Production person would be required to undertake. Top and tail this section with requirements that are specific to your role:

- Overall management of day to day operations, incorporating production planning, scheduling and turnaround in accordance with client specifications.

- Develop and implement production targets, control production costs to budgeted limits.
- Source specialised materials to meet production requirements; negotiate with suppliers to ensure the best prices/services.
- Provide technical and problem solving advice to clients and internal agency departments regarding materials and production systems and develop and implement improvements in production methods.
- Prepare project timing schedules in conjunction with the account handler, covering initial design through to delivery in press, print or completion of the client's requirements.
- Check all final artwork files have been created to the correct print specification before they are released to suppliers for print.
- Check/approve external digital cromalin proofs and/or digital pages via printer's website approval systems against final client approved artwork.
- Raise internal job bags, managing job costs against agreed client estimates.
- Raise Purchase orders to all external suppliers
- Develop, maintain, and continuously improve the quality of the finished products and the processes involved; maintaining high standards of production and delivery; closely monitoring output to ensure delivery in a profitable and timely manner.

### **Essential experience**

- Ability to source and place print projects with external suppliers that meet briefs and deadlines supplied by internal account team/client across different marketing disciplines of leaflet, brochure, POS , direct mail, and external signage/banners
- experience covering work produced using the following print processes:
  - Litho (Sheet fed)
  - Web Offset
  - Gravure
  - Flexography
  - Screen Printing (POS)
  - Digital Printing - Short Run products (Various sizes/formats)
- Experience of pre - press repro approval and press passing printed matter on behalf of agency/client
- Experience of paper procurement (including managing stock levels)

### **Team structure**

A suggestion of the candidate's team and how that team fits within other departments would be useful here as each agency varies vastly on team structures.

### **Candidate requirements**

Here you need to state how many years experience is required/preferred, whether they need to have done any specific training or gained experience in specific sectors.

State what qualifications are required for the role e.g. a minimum of 3 GSCE's or a masters?

**What we offer**

State what salary you will be offering and whether there are any benefits included such as:

- Company car
- Car allowance
- Bonus
- Profit share
- Overtime
- Pension
- Healthcare
- Life Assurance
- Free Parking