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|  the finer detailsWhich site am I based at? Isleport, Acorn HouseWhich team am I a part of? PlanningWho do I report to? Lead Supply Planner (Packaging)Who do I look after?N/ATeam size?N/ADo you have responsibility for a budgetNo qualifications & experience**Essential:*** Good academic level of education.
* Project management experience.
* Confident Communicator
* Excellent IT skills & MS Office skills.
* Excellent numeracy & literacy skills.
* Effective time management skills.

**Desirable:*** Understanding the NPD/EPD processes of a manufacturing business.
* Printing industry experience.
* Smart sheet and other Microsoft packages.
 | Artwork Plannerjob description**the purpose of your role**Works as an integral team member of the Supply Planning team to deliver the effective management of the artwork process. To ensure all critical paths meet product launches for our retailers & brand. You are responsible for building, communicating and managing the design to print critical paths for retailer & brand products.  You will work cross functionally with retail customers design agencies and packaging suppliers to manage critical paths and the pre-artwork stage to file to primer stages. You will ensure artwork sign off hits timescales by working with the Technical team. You are the expert on packaging and print processes. **Your responsibilities:*** To oversee design and print process for all new and amended product artwork for all customers. Issue PCN’s as & when required.
* Agree & issue critical paths based on customer artwork, finished product specs and packaging supplier lead times at the start of each project. Whilst understanding customer requirements and launch dates.
* Liaise with the packaging design agencies and provide guidance as & when required.
* Understand packaging lead times by supplier in order to build accurate critical paths for new products.
* To attend retailer range meetings as specified.
* To agree and attend pre-artwork meetings with Account Managers and arrange attendance from Packaging suppliers.
* To build excellent relationships with our packaging suppliers.
* Provide cutter guides/print specs / AAF’s and any other relevant packaging information to customers at the start of each project. Check and update cutter/s for each customer requirement.
* Ensure all packaging artwork is checked and circulated Development, (Technical & Production teams) for accuracy in accordance with the artwork check list.
* PO’s to be raised at point of artwork release, whilst sharing additional charges that may have occurred during the artwork process.
* Maintain the accuracy of the G:/Drive artwork folders for Co-owners to access as & when required.
* Attendance at print runs based on risk assessment.
* Build and maintain excellent relationships, confidence and trust with internal teams. To create shared understanding and effective solutions.

 What good looks like for this role: Good problem-solving skills  Ability to analyse data and provide insights for improvements / enhancements  Adapts to changing circumstances. Able to work as part of a team, upholds the ethics and values of the business and demonstrates integrity.   Makes a positive personal impression on others. Gains clear agreement and commitment from others by collaborating and sharing ideas and best practice  Demonstrates an interest in others, adapts to the team and builds team spirit, recognises and rewards the contribution of others. Listens and consults others communicating proactively. Makes good use of available time to ensure all tasks are completed as required.  |

### HR use

Date of last review: Job reference no: Job level:

Job family: