

# Job Description

<b>1. JOB INFORMATION</b>
<b>JOB TITLE:</b> Packaging & Artwork Co-Ordinator
<b>DEPARTMENT:</b> Technical
<b>REPORTS TO:</b> Packaging & Artwork Manager
<b>DEPUTISATION:</b> The other Packaging Artwork Co-Ordinators and the Packaging & Artwork Manager
<b>LOCATION:</b> Flexible

<b>2. JOB PURPOSE</b>
<ul style="list-style-type: none"> <li>• To check &amp; approve packaging artwork and release for print</li> <li>• To project manage and coordinate all printed packaging artwork</li> <li>• To develop &amp; manage secondary &amp; tertiary packaging cutter guides &amp; keylines</li> <li>• To liaise between design studios, customers, printers &amp; packaging suppliers to deliver our customer &amp; brand launch activity in time &amp; in full</li> <li>• To coordinate &amp; communicate with internal stakeholders on the progress of all assigned printed packaging artwork projects</li> <li>• To support customer launch activity by defining and adhering to critical path milestones</li> <li>• To collate &amp; share packaging information across the business as required.</li> </ul>

<b>3. DIMENSIONS</b>
<b>3.1 FINANCIAL</b>
<ul style="list-style-type: none"> <li>• No budgetary responsibility. To report on origination costs.</li> </ul>
<b>3.2 STAFF</b>
<ul style="list-style-type: none"> <li>• No direct reports.</li> </ul>
<b>3.3 ORGANISATIONAL STRUCTURE / REPORTING LINE</b>
<ul style="list-style-type: none"> <li>• Line Manager; Packaging &amp; Artwork Manager</li> <li>• Peers; Packaging &amp; Artwork Co-Ordinators and the Packaging Technical Officers</li> <li>• Reports; None</li> </ul>

<b>4. DUTIES/ RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Universal packaging &amp; artwork coordination aligned to Customer BU and/or business category</li> <li>• Liaise &amp; communicate with design studios, customers, suppliers and internal departments to deliver our customer &amp; brand launch activity on time</li> <li>• Ensure critical paths dates are achievable and all relevant stakeholders adhere to these to deliver launch</li> <li>• Adopt the use of project trackers to manage artwork workflow &amp; progress accordingly</li> <li>• Inspect and check all printed packaging artwork, ensuring compliance to relevant customer requirements &amp; regulations</li> <li>• Ensure approvals are met for the inclusion of design symbols &amp; logos e.g.: red tractor/Organic farmer/Growers/RSPCA/OPRL etc</li> </ul>

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- Work in tandem with the relevant packaging technologists to support trial, launch & post launch nurture activities
- Work in sync with the customer BUs and support any packaging related to NPD merchandising/or pre-pro activity
- Manage all EPD packaging & artwork as effectively and efficiently as possible, including artwork amends, recipe updates, redesigns etc
- Maintenance & accuracy of packaging bill of materials (BoMs & briefs) throughout product life cycle
- Lead and/or participate in various project/NPD meetings to update on artwork progression
- Track project performance from initiation to post launch review, providing commentary and feedback as necessary
- Customer know-how: understand relevant customer BU and their WoW regarding NPD & artwork. Be the customer subject matter expert regarding all things artwork.
- Site engagement: support the transition of launch activity through regular and timely engagement with site purchasing teams
- Attendance and participation at customer pre-artwork meetings (PAMS)
- Brief & develop secondary & tertiary packaging component keylines to relevant packaging suppliers, and approve
- Adopt & maintain a systematic and universal WoW. Ensure the latest packaging & artwork information is uploaded and maintained onto the packaging database.
- SAP requisition generation, raising Purchase Orders, booking in and where applicable the use of VIM
- Adoption and use of Pilgrim's Europe internal systems including P74 PLM, Central specifications System (CSS)/SMILE, SharePoint, RPIN & SAP etc
- Specification generation & spec validation related to the use and maintenance of CSS/SMILE
- Attend and participate in team briefs as necessary
- Participation in problem solving and project work as allocated by manager
- Active participation in your own personal development program and attendance at training modules, workshops, conferences and exhibitions etc
- Complete all relevant administrative duties relating to the role of the Packaging Coordinator
- Other duties as necessary for the delivery of packaging into the business.

## 5. MEASURABLE OUTPUTS

- Accurate artwork approvals in a timely manner
- Minimise artwork iteration/versions to meet KPI
- Accuracy of detailed information onto project trackers
- All new printed packaging as a live spec in place for launch.

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6. KNOWLEDGE, SKILLS, AND EXPERIENCE REQUIRED	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Adhering to strict deadlines and working under pressure</li> <li>• Accuracy and attention to detail</li> <li>• Excellent and effective communicator, both written and verbally</li> <li>• High degree of IT literacy, including Microsoft Office</li> <li>• Ability to work using their own initiative</li> <li>• Ability to travel as required to meet the demands of the job</li> <li>• A Levels or further education equivalent</li> <li>• Project management experience</li> <li>• Critical path management experience</li> <li>• Planning and organisation skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience within FMCG– Food and/or Drink industry</li> <li>• Relevant higher education qualifications</li> <li>• Previous artwork process management experience</li> <li>• Experience within the packaging industry</li> </ul>

	<b>DATE:</b>
<b>JOB HOLDER:</b>	
<b>MANAGER:</b> Sean McGeown	
<b>HUMAN RESOURCES REPRESENTATIVE:</b>	

*Note:*  
 This description is intended to be a guide of what duties are most likely, but should not be taken as a definitive list. Pilgrim’s Europe reserves the right to vary duties and add duties as they see necessary.