

Job Description

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

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

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

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

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

	DATE:
JOB HOLDER:	
MANAGER: Sean McGeown	
HUMAN RESOURCES REPRESENTATIVE:	

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.