



Position title:	Production Specialist – Retail Display / Print Management
Reporting to:	Account Manager
Business Unit:	
Responsible for:	NA
Geographic Scope:	

Role Purpose:
<p>The Production Specialist role will sit within the Central Processing Team (CPT) and focus on the print POSM / Retail Display strategy delivery for our new international FMCG account and its brands. This includes all account & financial management, print production procurement & having positive working relationships with print vendors, internal teams & clients to achieve client outcomes.</p> <p>You will be central and virtual managing approvals of printed proofs and attend press checks across the account. You will be working in one of our client sites.</p> <p>We offer a supportive learning environment & well-defined career progression path at Konica Minolta Marketing Services.</p>

Main duties and responsibilities
<p><i>Account Management</i></p> <ul style="list-style-type: none"> • Service part of the account, which may include internal clients, creative/design agencies, pre-press agencies, printers, Retail Display manufacturer or others. • Assess the print and retail display specification needs of the account. • Make recommendations about alternate print & display specifications that deliver either a cost, quality or timeliness benefit to the client. • Liaise with client to obtain detailed print brief & work with creative / design agencies to ensure artwork is print ready. • Co-ordinate sampling and tooling if required for new or complex displays. <p><i>Procurement (Print & Retail Display)</i></p> <ul style="list-style-type: none"> • Identify the most appropriate printer / manufacturer for the job, based on a balance of competitiveness, quality and service. • Manage printer proof / mock up approval process including reviewing the proof / mock up to ensure colour, layout, size, material etc. are as per approved artwork. • Contribute to the development of leading print and document management systems and processes. <p><i>Service and Process Development</i></p> <ul style="list-style-type: none"> • Develop credible and trust-based relationships with all key stakeholders. • Rapidly elevate account issues to Account Director & collaborate with other partners. • Ensure that all client confidential information and intellectual property is used only for the purpose of delivering the services and not otherwise disclosed.

Candidate Profile

- Print Production Background (Off-set printing, Pre-press, Digital Printing) – **essential for Print Specialist.**
- Experience with Point of Sale / Retail Display – **essential for Retail Display Specialist.**
- Structural design / Key drawing experience. – **essential for Retail Display Specialist.**
- On-site Print Management experience in a fast-paced environment.
- Innovative approach to Production Management.
- Strong attention to detail.
- Good written and verbal English (we are global; internal & client communication is in English).
- Independent work style – able to prioritise and meet deadlines.

This position description is not exhaustive and may be reviewed from time to time in line with the business needs. You will be consulted on any amendments.

Post-holder declaration:

I have read and understood the purpose, scope and performance requirements for this position and that I will receive regular feedback on my performance, attitude and development in line with this position description.

Post-holder Name

Post-holder Sign

Date