

Walker Greenbank

JOB TITLE: Studio Administrator

REPORTS TO: Design Studio Manager

LOCATION: Anstey Wallpaper Company, Loughborough

DEPARTMENT: Design Studio

SCOPE OF JOB: Various tasks relating to preparing a new collection for handover to production (admin only)

PURPOSE: Facilitate the smooth, accurate and timely handover of new collections for striking production

RESPONSIBILITIES

- Setting up in Unity – including Pattern Sets, Repeats/Matches, Surcharges Inks, update Cylinder Stock records.
- Collating & labeling up proofs – matching up to the order, adding special instructions etc.
- Making a reference board

General Administration

- Monitoring & updating progress schedule
- In Hand sheets – issuing to customers & Account Managers. Creating Cylinder Stock records in Unity
- Saving AVA files as Photoshop TIFFs and sending files transfers to customers
- General administrative support for Studio & Account Managers

Sampling

Project manage the sampling requirements of the business, ensuring timely availability of core packs throughout the year & meeting specific demands such as trade shows and new product launches. Including:

- Collating printed samples/trials to send out to customers
- maintaining records of who has had what.

Other General tasks:

- Preparing & packaging up proofs for posting
- Looking after Studio Customer Room – ensuring high standards maintained whilst in use
- Whilst customers on site, general customer service – ensuring lunches ordered / got fruit & biscuits etc.
- Monitoring and maintaining studio consumables
- Processing invoices - studio consumables, cylinder bases.
- Archive – monitoring & maintaining archive and loan records.
- Covering for the Engraving Coordinator during holiday/sickness

MEASURES OF SUCCESS

A successful transition of new projects through the studio and delivering the project to the Production Department in a timely manner.
Effective communication across the internal departments at all times.

CONNECTING WITH OTHER

Internally:

Design studio Manager
Design Studio colleagues
Purchasing department
Sales Department
Proofing department.
Technical Department
Production Department
Customer Service Department

Externally:

Customers
Artwork Engravers
CEM Press
Polycopy
Print studio suppliers

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QUALIFICATION

High level of written and communication skills.
Knowledge of Microsoft Word & Excel

EXPERIENCE & SKILLS

Having the ability to review, assess and consider the best course of action to complete challenging work.
Experience of working across departments and to tight deadlines.
Experience of Microsoft Word & Excel.

BEHAVIOURS

A self-motivated person who has the ability to work independently as well as part of a team.
A high-level of communication skills.
A thorough understanding that all customers and projects are different, but that all need to be treated professionally and efficiently.
A willingness to learn and to adapt to the changing needs of the business.
A strong ability to stay calm in challenging situations and not be reluctant to ask for help when required.

INFLUENCE: Design Studio / Proofing Department / Production Department / Sales Department

I agree within reason to undertake other duties over and above those listed in the job description.

Name.

Signature.

Date.