

ROLE SPECIFICATION

Position:	Design Co-Ordinator ("DCO")
Department:	Design
Location:	Lexicraft Limited, Bromborough, Wirral, UK
Responsible To:	Design Manager, Lexicraft Limited

Our Client

Our client is a leading printing manufacturer of a wide range of bespoke reliable, high quality identification products, including labels, decals, name plate and data plates, panel fronts & overlays, membrane switches and touch screens. We have comprehensive manufacturing capabilities covering many processes and techniques.

The Design Department

The principle function of the Design Department is to act as a bridge between Sales, Marketing and Production producing designs from scratch based on a customer idea. Typically, this will involve interpreting information provided by the Sales & Marketing Team for the Art Studio to produce a design using drawings, image files and templates to match specific customer requirements.

The Role

You should be a highly organised individual able to demonstrate your skills in the use of Adobe Illustrator, Microsoft outlook, word and excel.

This is a fast-paced role which would involve integrating the use of several internal systems to produce high quality technical drawings, artwork and various conversion files for wide format and UV digital printers to tight deadlines.

As Design Co-Ordinator ("DCO") you will be required to communicate effectively between our Commercial and Production Departments together with dealing with customers both over the telephone and e mail. You should have excellent time management skills and be able to work as a team and have a flexible approach to working hours to meet the needs of the business.

The role is primarily office based but there may be times when you will be required to travel. Ideally you should have experience in the print industry or have worked in a manufacturing environment before, but we will consider all applicants based on their experience and skills.

Accountabilities

- Building and maintaining relationships with all clients.
- Acting as the first point of contact between the clients and the Design Department.
- Main point of contact for internal communication between Design Department, Design and the rest of the organisation.
- Carrying out all necessary administrative duties in the Department.

Core Competencies of the Role

Achieving Success				
Concern for Standards	Data Management	Innovative	Efficiency Orientation	Results Orientation
3	2	2	3	3

Analysis & Judgement				
Analytical Thinking	Conceptual Thinking	Critical Information Seeking	Decision Making	Risk Management
1	3	3	2	1

Managing Others			
Developing Others	Performance Management	Training Others	Compliance
2	1	2	1

Organisational Awareness				
Business Knowledge	Commercial Awareness	Strategic Thinking	Financial Awareness	Process Knowledge
2	2	1	1	2

Self-Management							
Adaptability and Flexibility	Continued Professional Development	Initiative	Methodical and Thorough	Planning and Organisation	Positive Self Image	Self Control	Tenacity
3	3	3	3	3	3	3	3

Working with Others				
Collaborative Working	Effective Communication	Influencing Others	Interpersonal Awareness	Team Work
3	3	3	3	3

Key

- 0** Requires training in this area.
- 1** Aware of quality standards related to position.
 Ensures own work meets quality standards.
 Ensures accuracy and consistency in all work completed.
 Adheres to processes and procedures to ensure standards are maintained.
- 2** Aware of quality standards beyond own position.
 Ensures contribution from others to own work meets quality standards.
 Sets high personal standards.
 Understands desired end result and questions activities which may compromise standards.
- 3** Mind-set focused on excellence/best practice.
 Defines new or improves existing quality standards.
 Identifies consequences of not achieving standards.
 Takes action to avoid standards being compromised.

Responsibilities

- Working directly with the Design Team, Quality, Sales & Production to improve the flow of new label design for Production and ensuring quality standards are met.
- Ensuring a smooth flow of label specification approval between the client and the Design Department.
- Working with our bespoke EFACS system daily to upload artwork, change work instructions and bills of materials.
- Using internal systems and procedures to ensure smooth transition of work through department.
- Direct involvement with customers, chasing up outstanding design proofs and dealing with any customer queries on design related matters.
- Communicating effectively with clients and all areas of the business via e mail, telephone and face to face as required.

Reporting To

- Design Manager at Lexicraft Limited.

Required Skills

- A working knowledge of all aspects of Adobe Illustrator is Mandatory.
- Highly organised and proactive.
- Able to build strong working relationships and be approachable and collaborative.
- Proficient in the use of all Microsoft Office applications (Outlook, Word, Excel).
- Strong communication skills at all levels.
- A fine eye for attention to detail.
- Analytical and able to understand Sales/Production targets.
- Able to work collectively with the Design Team to implement and fulfil order requirements.
- A flexible approach to working hours is essential.

Experience Required

- Previous experience in a similar role within the print industry is desirable.

Desirable Skills

- Degree in Graphic Design or previous experience in similar role in the print industry.

General Information

- In addition to the duties and responsibilities listed, other duties may be assigned by the Line Manager.
- This document is a guide to the role. It may be changed from time to time to meet changing circumstances. It does not form part of any Contract of Employment.

Interfaces:

Management Interfaces

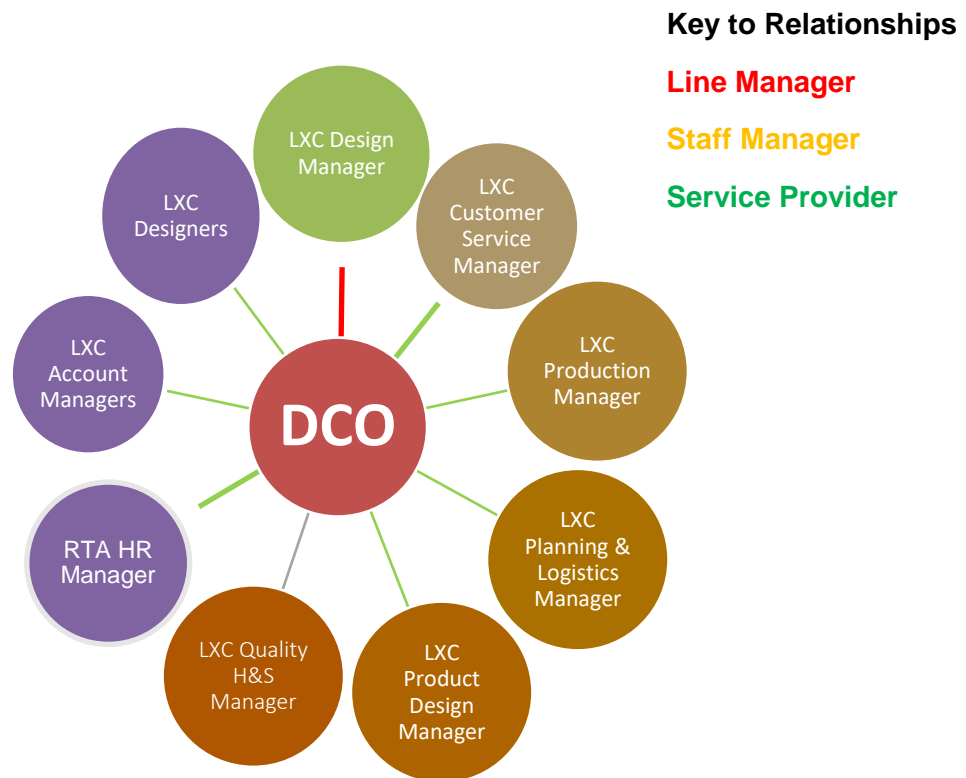
- To start the DCO will be managed by the Design Manager at LXC. A daily Line Manager interface regarding Technical & Design Issues which may arise.
- The DCO will also have a regular and frequent communication with the Design Manager, Customer Service Manager, Planning & Logistics Manager, Account Managers, Quality H&S Manager, Designers/Operators at LXC.
- The DCO will liaise with Managers and employees regarding daily communication on an informal basis. This Line Manager interface involves daily communication on an informal basis concerning targets and issues which require high level involvement.

Service Provider Interfaces

- Production/Operations
- Planning & Logistics
- Customer Services
- Account Managers
- Product Design Manager
- Design Department & Designers
- HR Manager: This interface is on a formal basis and occurs when required depending upon HR issues.

People Management:

The DCO shall interact with all departments in the LXC business and will not have any direct reports.



Document Control

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