

Job Title:	Brochure Services Admin Assistant
Reports to:	Product Content & Brochure Manager
<p>Main Purpose of Job:</p> <p>To provide admin support to the brochure services team within the in-house marketing department. This team are responsible for processing orders for our suite of end user brochures, sending email confirmations out to customers, handling customer queries, sending artwork to our agency, and chasing up proofs for approval.</p> <p>Attention to detail, the ability to record and handle large amounts of data, and manage your time effectively are essential in this role.</p>	
<p>Key Responsibilities include, but are not limited to:</p> <ul style="list-style-type: none"> • Process orders for our suite of end user brochures including Blank, Bespoke and Overprint brochures • Send out email confirmations to customers to confirm orders above • Handle customer queries in relation to these • Set up job sheets for orders, and send these along with artwork to our agency • Coordinate amends with agency, and approval of proofs <p>Data and reporting</p> <ul style="list-style-type: none"> • General administrative duties within the team such as sending email confirmations, working with excel reports etc. <p>Take on any other responsibilities or tasks as requested by your manager as the changing needs of the business require.</p>	
<p>Knowledge, skills and experience required:</p> <p>Essential</p> <ul style="list-style-type: none"> • Proven ability to work on multiple projects • Proven ability to work with large amounts of data • Computer literate and proficient in all programmes in Microsoft Office • Strong command of English Grammar and spelling • Excellent time management skills • Experience with using Excel <p>Desirable</p> <ul style="list-style-type: none"> • Experience of managing supplier relationships • Experience of proof reading • Garment Industry knowledge 	
<p>Competencies:</p> <p><u>Action Orientated</u></p> <p>Enjoys working hard; is action orientated and full of energy for the things he/she sees as challenging; seizes more opportunities than others.</p>	

Interpersonal Awareness

Relates well to all kinds of people, up, down, and sideways, inside and outside the company; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high-tension situations comfortably.

Attention to Detail

Thoroughness in accomplishing a task through concern for all the areas involved, no matter how small. Monitors and checks work or information and plans and organises time and resources efficiently.

Timely Decision Making

Makes decisions in a timely manner, sometimes under tight deadlines and pressure; able to make quick decisions.

Composure

Is cool under pressure; does not become defensive or irritated when times are tough; is considered mature; can be counted on to hold things together during tough times; can handle stress; is not knocked off balance by the unexpected; doesn't show frustration when resisted or blocked; is a settling influence in a crisis.

Communication

Is a clear communicator; lays out work in a well-planned and organised manner; maintains two-way dialogue with others on work and results.

Additional information

At certain times of year this role will be required to work extra hours which may include weekends. Holiday will not be authorised in this role from mid-September to mid-November.

Key Contacts:

Internal: Brochure Manager, Marketing Manager, Product Content Administrator, Product Content Supervisor, Marketing Assistant

External: Customers, suppliers

Prepared by:

Name: Product Content and Brochure Manager

Date: 01 July 2022