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MANUFACTURERS OF THE WORLDS LARGEST RANGE OF DISC BRAKES FOR ANY VEHICLE

Job Description – Artworker / Mac Operator

We are looking for a highly motivated person to join our busy in-house creative studio.

PRIMARY RESPONSIBILITIES

1. Creation of artwork for all departments/companies within the group/customers as required – ensuring artwork is to the correct specification for the various forms of print e.g. litho, screen print. Including:
 - a) Various marketing materials as required (e.g. point of sale, counter mats, promotional items etc.)
 - b) Leaflets (Promotional, product information, fitment instructions etc.)
 - c) Banners
 - d) Stationery (Business cards, letterheads, compliment slips)
 - e) Posters
 - f) Packaging (Shipping cartons, printed cartons, labels, skin card, bags, blister cards, wallets)
 - g) Advertising (Create artwork to specification required by individual magazines)
 - h) Stickers (vinyl, authorised dealer signs)
 - i) Updating of company catalogues on a monthly basis and ensuring updated files are available on company website
2. Creation of internal artwork such as updating of the company organisation chart for both US and UK offices, typesetting and layout of staff handbook.
3. Using Adobe Illustrator, create drawings of brake pads/shoes for cataloguing, website use and distribution to customers.
4. Using Adobe Photoshop to edit product images, knowledge of clipping paths desired.
5. Maintain image library for web shop, ecommerce website and global customer use.
6. Typesetting and layout of all corporate catalogues from Excel files supplied. Liaising with internal staff for proof reading purposes. Creation of print ready PDF files for catalogue printers to correct specification.
7. Creation of online e-catalogue from PDFs of printed catalogues. Ensure latest catalogue information is available on EBC Brakes website by ensuring webmaster has latest e-catalogue files and relevant images.
8. Create advertising artwork to specification supplied, ensure artwork is supplied to magazine before deadline, updating and maintaining group advertising schedule.
9. Office admin functions such as ensuring toner/ink cartridges are onsite when required for studio printers, maintaining stock of specialist papers/cards and requirements such as masking tape and laminating pouches, ensuring printer paper supply.
10. Print finishing internally e.g. laminating or using comb binder to bind items such as staff handbooks.
11. Creation of artwork to be printed on promotional items.
12. Update daily task tracker, ensuring priority tasks are completed as required.

KNOWLEDGE AND SKILL

1. Excellent knowledge of QuarkXpress and/or Adobe InDesign
2. Excellent knowledge of Adobe Creative Suite, especially Illustrator and Photoshop
3. Experience in creating print advertisements
4. Excellent knowledge of Microsoft Word and Excel
5. Excellent knowledge of grammar, spelling and punctuation
6. Ability to work to deadlines
7. Ability to communicate well at all levels and work as part of a team
8. Excellent attention to detail
9. High level of reading and writing skills along with excellent proof-reading skills

WORKING CONDITIONS

Part-time position - preferred hours 12:00 - 5:00 pm Monday - Thursday, 12:00 - 3:30 pm Friday.
Working conditions are normal for an office environment.
Reporting to the Data and Publicity Manager.

Note:

The statements above are intended to describe the general nature and level of work being performed by people assigned to the job. They are not construed to be an exhaustive list of responsibilities, duties and skills required of personnel in the job. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.