

Position: Assistant Manager, Artwork Management	
Division: Corporate	
Department: Packaging Operations	
Location: New York	
eljobsearch@estee.com	
Description	
<p>Effectively manage the execution of all global packaging initiatives as it relates to packaging artwork production ensuring on time and accurate production of artwork including delivery to supplier.</p> <ul style="list-style-type: none"> • Develop appropriate timelines in Artwork Mgmt system ensuring consensus of milestone dates from respective business units including Marketing, Packaging, R&D, Copy, Design, Art Production, Regulatory and Legal for on-time delivery of artwork. • Develop appropriate timelines from TLM ensuring consensus of milestone dates from respective business units including Marketing, Packaging, R&D, GSR and manufacturing for on-time delivery of artwork. • Systematically launch projects in Artwork Mgmt system ensuring all milestone dates are monitored and maintained on a weekly basis to reflect project status. • Report all artwork currently in process required for new launch items, repackaging, reformulation and regulatory driven changes. • Report all artwork currently required for management of all artwork, both currently in the Art Production Departments and artwork in the pipeline waiting critical information. • Determine when to override routing system for missing critical information and managing approval process for all routed artwork. • Communicate to Art Production groups, the volume of projects in the pipeline to allow for more effective and efficient staffing of those groups. • Determine and review with Director all artwork with critical components missing for delivery to Art Production requiring a contingency plan for on-time artwork. • Resolve all timeline issues and negotiate with appropriate department and develop tactical plans when missed due dates occur to bring project back on track. Also notifying Director of critical issues and next steps. • Liaison with Marketing, Packaging, R&D, Copy, Design, Art Production, Regulatory, New Launch Mgmt and Legal in all areas as they relate to artwork delivery inside the product to market timeline. • Identify when contingency plans are required for delivery of artwork to suppliers and manage corrective action. • Review and approve all packaging artwork and insure corporate packaging guidelines are adhered to. • Attend bi-weekly Operations meetings to review all open projects with New Launch Management, Packaging, R&D and Creative Marketing Services. 	
Qualifications	
<ul style="list-style-type: none"> • Position requires minimum of 5 years business experience of which at least one of those years are in artwork tracking or in the Packaging Operations or Packaging Development department. • College / University degree recommended. • Must be an excellent team player with strong analytical, negotiating and communication skills. • Excellent follow up and organizational skills required. • Must possess the ability to multi-task, establish priorities and yet be flexible in an ever-changing environment. • Ability to use computer systems necessary to meet department objectives including Excel, Word, 	

RDS, PDS.