

Position: Manager, Packaging Operations (Studio)

Division: Corporate

Department: Packaging Operations

Location: New York/Blaine, MN

Recruiter: eljobsearch@estee.com

Description

This position reports directly to the Studio Directors with regard to managing the studio flow and to the Staff VP with regard to compliance, QA, workflow development and documentation. The Studio Manager's responsibilities are to develop, coordinate and manage workflow of artwork through the PaxPro and AAG Kallik systems ensuring on time, accurate packaging production artwork for the Packaging Operations studio.

- Create workflow processes to optimize workflow and develop and implement SOP's for internal artwork production group.
- Manage workflow processes and the adoption and adherence of SOP's within the internal artwork production for Packaging Operations.
- Liaison between the Artwork Managers and the Studio in the PaxPro system:
- Manage all incoming jobs through PaxPro
- Check for usability of attached material, including live files, die strikes and copy sheets.
- Perform upfront compliance/QA check to determine any regulatory issues including verification of all regulatory information in PDS and RDS.
- Resolve any QA issues with the Artwork Managers to determine accuracy of information going to the Production Artist.
- Interface with Design Team to be on top of the latest design standards.
- Delegate jobs working in partnership with the Studio Director to all Production Artists, outsourcing groups and contractors.
- Communicate issue to the Artwork Managers with respect to artwork delivery times.
- Renegotiate timelines, and reestablish proprieties for the studio.
- Coordinate Production Artists and Proofreaders:
- Organize schedules and ToDo lists and assign jobs accordingly.
- Manage all Production Artists and Proof Readers ToDo lists prioritizing the urgency of job completion.
- Manage requirements of studio overflow to outside studios and contractors to ensure on time delivery of all artwork.
- Manage workflow.
- Manage workflow processes and the adoption and adherence of SOP's within the Packaging Operations Studio.

Qualifications

- Position requires 5+ years of related business experience with a minimum of three of those in Artwork Tracking, Corporate Compliance, and Project Management.
- A background in proofreading and artwork creation would be an asset.
- Must have experience in workflow development and leading project teams.
- Must be an excellent team player with strong analytical, negotiation, and organizational skills.
- Must possess the ability to multi-task, establish priorities be flexible in an ever changing environment.
- Must have experience in the use of standard computer systems necessary to meet department objectives including Adobe Illustrator, Microsoft Excel, Word, and Outlook with additional internal system requirements of PaxPro, AAG Kallik, PDS, and RDS.
- Must be able to work in PC and MAC based computers and operating systems.

Please email all resumes to eljobsearch@estee.com Please place job title in subject line.

PLEASE CONTACT AICH/WIA PROGRAM (212-598-0100, ext 221) FOR JOB-SEARCH ASSISTANCE!

(Customers must be Native American and meet WIA program eligibility requirements in order to receive transportation assistance, clothing allowance, cash incentives once employed, child care assistance, etc., etc..)

Posted: 3/3/2010