

# Project Coordinator Artwork



Locatie **Noord-Holland, Hoofddorp**  
<https://www.advertentiax.nl/x-986244-z>

## Bedrijfsomschrijving

As a member of the Global Artwork Team, you are to ensure packaging label design is delivered to project services in the factories, complying with regulatory legislation and brand guidelines as well as country specific requirements & local language translation. This is a coordination role servicing all categories in global marketing within the division. It involves complex coordination between internal and external partners, the management of multilingual, multi-country packaging and there are rigid timelines to be respected. This role reports to the Global Artwork Manager who leads a team of Coordinators

## Functieomschrijving

Our client is a well known international brand. Because of growth we are now looking for a project coordinator with a proven track record and ability for pushing projects for launch in global markets. You are self-motivated and assertive in initiating action.  
 Able to create partnership and working across regions and sites as necessary to deliver Global Projects. You have a close eye for detail and used to work under pressure.



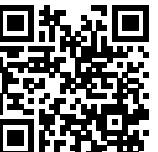
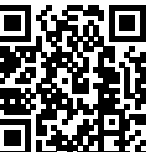






Managing the coordination of artwork creation through all phases, marketing design briefing, English Master Text creation, translations, approval process till printed packaging within set deadlines Primary contact for the digital assets and artwork systems with the IT supplier Working together with the

Packaging departments in the factories site to review keylines ensuring they align with the Global standards. Execute and manage artwork projects and be able to handle priorities. Act as a primary contact for all artwork requests concerning the artwork system. CBU's in the country and global marketing. Coordinate and activate the global marketing projects to meet the tight deadlines. Assist to ensure the artwork supplied to the digital print and keep track of the document. Works overview the conformity to templates, layouts and design specifications

## Functie-eisen

Bachelor degree (in graphic communications or print management with design skills preferred or associates degree with relevant experience) Fluent in English, other languages are a plus Project management skills; proficient in coordinating workflows, monitoring strict lead times. Ability to organize,



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set and achieve goals, multi-task, prioritize and deliver on commitments Knowledgeable on current printing processes and terminology Digital asset and file system management skills Strong interpersonal skills with ability to communicate with various stakeholders, including Marketing, Regulatory, Medical, Suppliers and CBUs Proactive with good attention to detail Self-motivated – assertive in initiating action You act with speed, agility and pragmatism Must be confident and have positive personality with a can do attitude

Arbeidsvoorwaarden

Full time position (40 hrs per week)

Salary €2800 - €3300 depending on experience

Amsterdam