



## ARTWORKER (FIXED TERM CONTRACT)



**Highly competitive salary + paid overtime + benefits**

**Work closely with our Creative department to produce high quality artwork for product marketing materials for our clients**

With a client list that includes household names and prestigious automotive brands, we have a fun and friendly environment with a highly dedicated and professional edge.

For a fixed term contract of 6 or 12 months, you will play a central role in liaising with the Creative Studio; taking initial designs and producing finished artwork for the delivery of marketing materials for our clients (print and digital). Key to this role is experience in the creation of multi-use brochures, particularly digital formats. The successful candidate will need to have strong up to date knowledge of the full Adobe Creative Cloud suite, and be able to demonstrate their skills through a high quality portfolio.

### **Why Burrows?**

We're one of the UK's leading through-the-line creative marketing companies, an integral part of the Y&R/Wunderman worldwide partnership and a WPP Company.

You'll be working at our head office, a two-minute walk from Shenfield railway station, and less than 30 minutes by rail from central London.

We believe in a healthy work/life balance. The hours for the role are 37 per week Monday to Friday. Sometimes you may be required to do overtime, which will be paid.

To apply for this opportunity or to request a full job description, please forward your CV with a covering letter and your portfolio, noting your current remuneration package to:

**Human Resources, Burrows, The Burrows Building,  
5 Rayleigh Road, Shenfield, Brentwood, Essex CM13 1AB.**

**Tel: 01277 246666 Fax: 01277 246778.**

**email: [burrows.careers@burrows.yr.com](mailto:burrows.careers@burrows.yr.com)**

**web: [www.burrows.info](http://www.burrows.info)**

*Please note that due to the volume of emails and applications we receive on a daily basis we are unable to respond to everyone and therefore only successful applicants will be contacted.*



## JOB DESCRIPTION

---

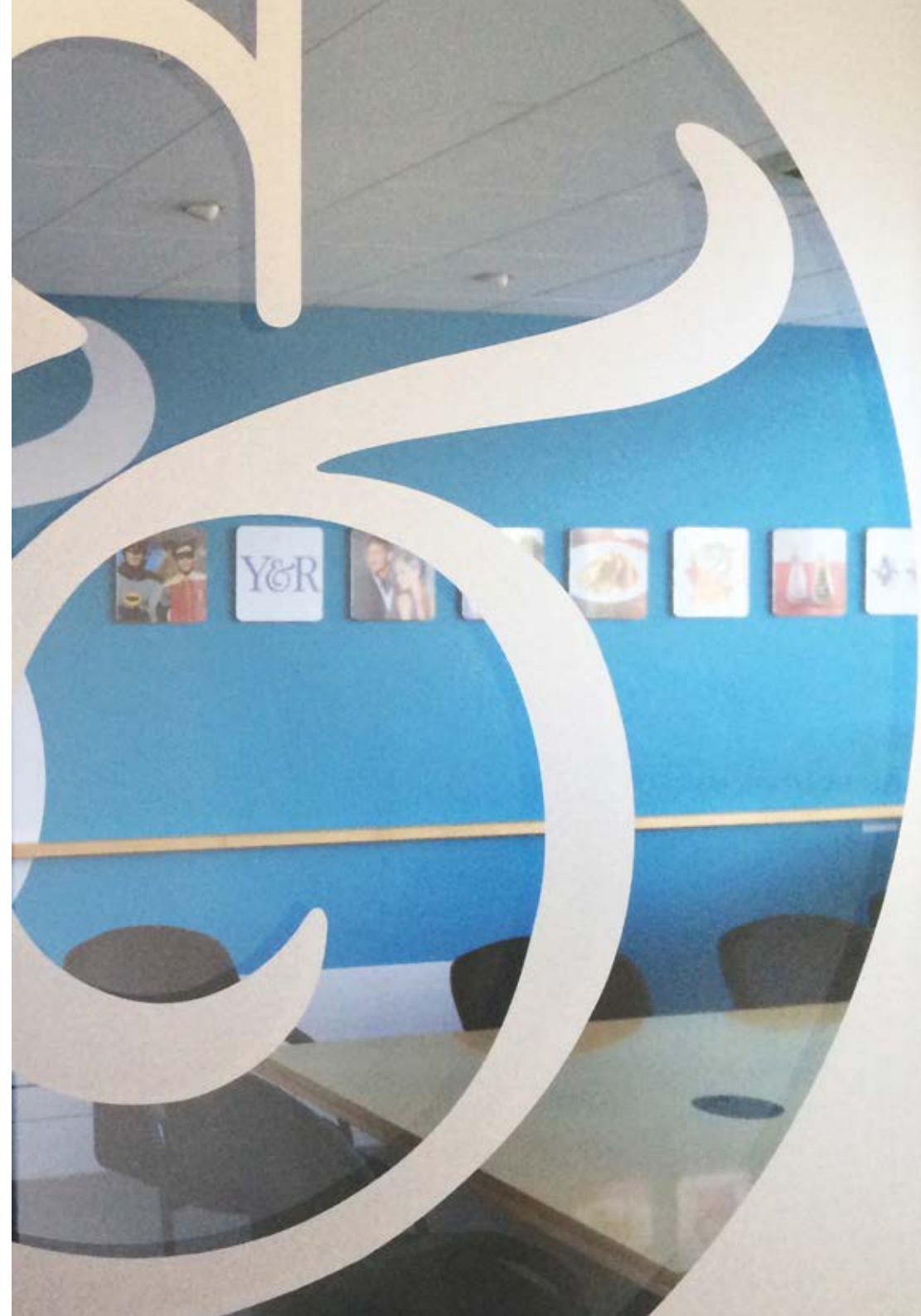
Take designs from the Creative department, and working closely with other internal departments, produce artwork for product marketing materials for our clients (print and/or digital, predominantly automotive).

### Key Responsibilities

- Using industry software and Burrows internal editing suite, set up and prepare artwork for corporate brochures, marketing materials, and point-of-sale marketing
- Create high quality artwork consistent with original concepts/designs agreed with clients
- Prepare artwork for publishing via the internal Burrows online editor portal
- Carry out amendments and layout corrections for projects as required
- Create print ready hi-res PDF files from client approved artwork to ISO specifications
- Create interactive publications from client approved artwork using Adobe publishing tools
- Where applicable, develop and manage projects wholly from visuals to finished artwork, ensuring work is delivered on time and to an agreed budget
- Liaise with the Quality Checking department at appropriate stages to ensure accuracy and consistency across all copy and content
- Take a proactive approach to ongoing professional development, particularly in understanding industry technology/software; contributing towards Burrows' continual drive for efficiency, innovation and growth

### Other

The successful candidate will also be required to carry out any reasonable duties identified by their line manager or team leader as well as a duty to positively represent Burrows to our customers and suppliers. There will also be the need to comply with our ISO standards and fully participate in our company's performance management and development programmes, as well as working in accordance to our Human Resource policies and procedures.





## SPEC & COMPETENCIES

	ESSENTIAL	DESIRABLE
PERSONAL ATTRIBUTES	<p>Excellent verbal and written communication skills</p> <p>High standard of attention to detail</p> <p>Team player</p> <p>Able to work to strict corporate deadlines and cope under pressure</p> <p>Highly organised</p> <p>Proactive approach to tasks</p> <p>Thorough and methodical work ethic</p> <p>Able to work on own initiative</p>	
EXPERIENCE AND KNOWLEDGE	<p>Proven experience of brochure production</p> <p>Excellent understanding and demonstration of skills in Photoshop, Illustrator and InDesign</p> <p>Experience of working with Adobe digital publishing tools</p> <p>Industry experience of high quality artwork production</p> <p>Knowledge and experience of taking design concepts to finished artwork</p> <p>Minimum GCSE standard English/Maths</p>	<p>Experience of working on marketing materials for automotive clients</p> <p>Experience of working with InDesign with a copy database</p>
CICUMSTANCES	<p>Able to work overtime as and when required, sometimes as short notice</p> <p>High quality portfolio of work</p>	