



PRODUCT INFORMATION ANALYST



Highly competitive salary + paid overtime + benefits

Become a product specialist for a number of brands, acting as a 'knowledge guru' for all key product information throughout the project lifecycle.

With a rapidly-expanding client list that includes household names and prestigious brands, our Product Information team is at the core of our accuracy and product delivery at all levels. It's a creative and fast-paced environment with a highly professional edge.

You'll work alongside our Senior Product Information Analysts on a portfolio of brand projects from brief to delivery, assembling and maintaining all technical information to ensure that content is on point for publishing. As our client's products are promoted worldwide, you will need to use your keen eye for detail and calm demeanour to manage high volumes of information and changing requirements with confidence.

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, 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
web: www.burrows.info**



JOB DESCRIPTION

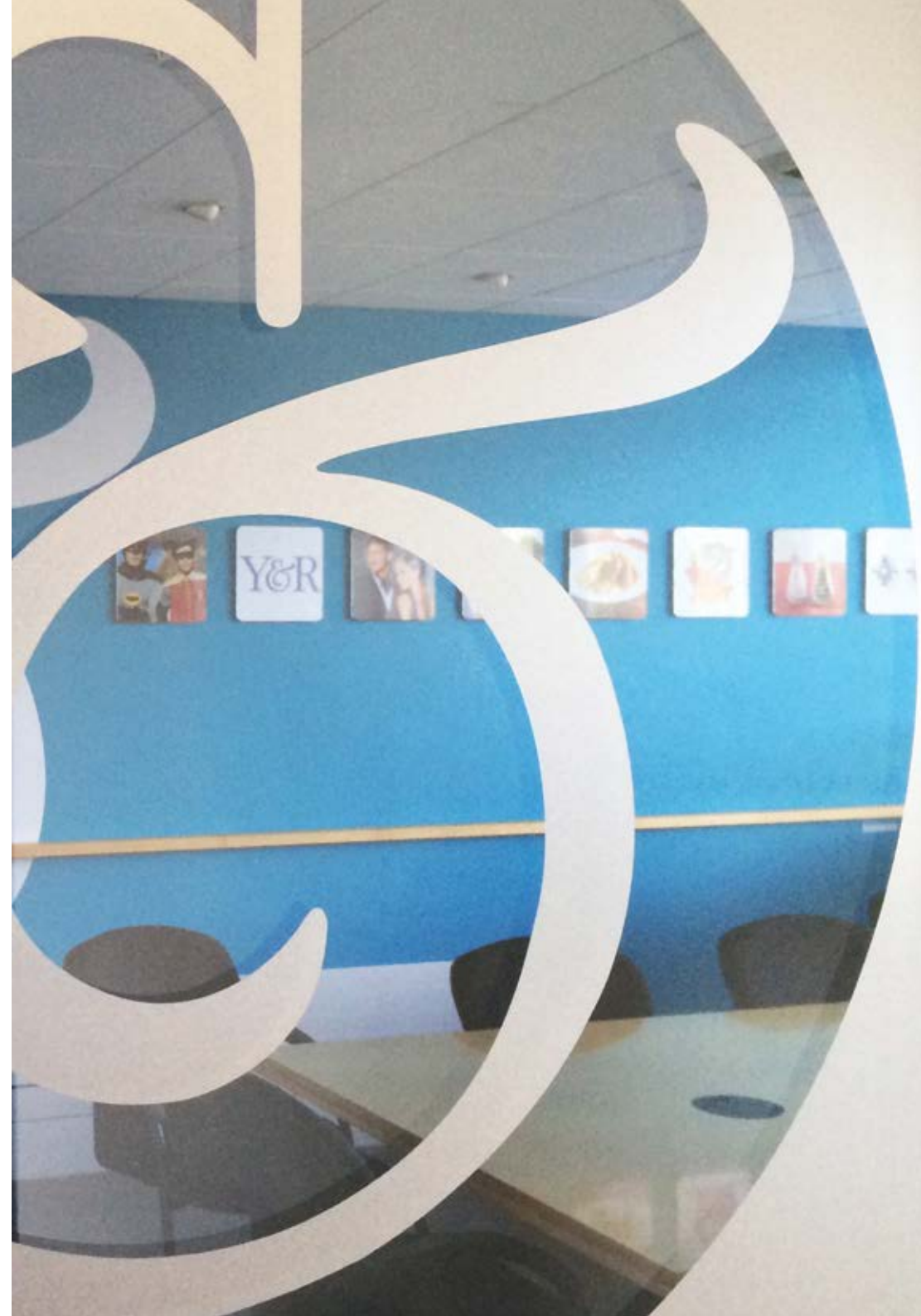
Provide a service to Burrows and its clients in analysing, assembling and maintaining vehicle specification data, to ensure content created and used is both product and market correct for use in printed brochures, direct marketing and digital-based media.

Key Responsibilities

- Create, maintain, prepare and deliver a variety of task-specific vehicle specifications and data to brief and on time for all client automotive brands, using client-sourced technical documentation and complex multi-format datasets
- Identify and extract market/region-specific vehicle variation data, acting as a point of contact for clients and internal technical queries
- Create and maintain asset matrices and use them to track market/region specific assets from creation to client approval for multiple artwork variations
- Product check copy documents to ensure consistency with vehicle specifications, data and market/region variations, and communicate with required person(s) to ensure their ongoing maintenance
- Attend multi-stage Quality Check meetings for the purposes of ensuring marketing communication accuracy
- Create and maintain asset matrices and use them to track market/region specific assets from creation to client review
- Proactively and confidently liaise with appropriate personnel of all seniorities both within the Company and the relevant clients to maintain a flow of information to support delivery of the data-led components of projects
- Attend client meetings to identify, define and advise product and data-led content requirements for new and update-requiring marketing communications
- Generate colour and texture lists for specific brands, using client-sourced colour and trim information, for use by in-house CGI studio department
- Upload assets to client-facing portals for approval
- Assist the Image Library with the Metadata logging of images into digital asset management system, and to assist with any queries

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	<ul style="list-style-type: none"> Team oriented Exceptional professional manner Confident in communicating to all levels of a business structure, both internally and externally Ability to learn and understand new processes quickly Ambition to learn, improve and exceed daily within your role Analytical thinker with a great sense of curiosity Impeccable organisation and administrative skills Care deeply about the quality and the integrity of your work 	
EXPERIENCE AND KNOWLEDGE	<ul style="list-style-type: none"> Minimum GCSE standard English/ Maths A minimum of 5 years' experience within an analytical and/or technical field Experience in the management and interpretation of large, unsorted, and complicated datasets Experience of quality checking and/or proof reading technical documents An advanced knowledge of Microsoft Excel 	<ul style="list-style-type: none"> Knowledge of the Automotive Industry Knowledge of database administration Strong educational background within a related discipline, e.g. Maths, Sciences, Statistics or equivalent
ATTITUDE	<ul style="list-style-type: none"> Proactive and able to show initiative Thorough and methodical work ethic Pragmatic approach and calm under pressure Ability to prioritise tasks and manage time effectively Flexible and able to adapt to changing conditions The ability to use own initiative to solve routine problems and queries Enterprising and able to identify opportunities for growth and improvement 	
CIRCUMSTANCES	<ul style="list-style-type: none"> Able to work overtime as and when required (sometimes at short notice) 	